



# Weed and Seed Fiscal Year 2001 Program Guide and Application Kit

Competitive  
Solicitation

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street, N.W.  
Washington, DC 20531

**John Ashcroft**  
*Attorney General*  
U.S. Department of Justice

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Department of Justice Response Center:  
1-800- 421-6770

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**Office of Justice Programs**  
**World Wide Web Homepage:**  
<http://www.ojp.usdoj.gov>

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**Executive Office for Weed and Seed**  
**World Wide Web Homepage:**  
<http://www.ojp.usdoj.gov/eows>

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**NCJ-SL0004600H**



**U.S. Department of Justice**

Office of Justice Programs

*Executive Office for Weed and Seed*

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*Washington, D.C. 20531*

February 12, 2001

Dear Applicant:

Enclosed is the Weed and Seed Application Kit and Program Guide for Fiscal Year 2001 Competitive Funding. Your site is invited to apply for funding as indicated in this Application Kit.

Since Weed and Seed is essentially a coordination strategy, we urge you to use the funding application/program planning process as a tool to develop and reinforce mutually beneficial working relationships among all members of the site Steering Committee and other Weed and Seed coalition partners.

The application must be submitted electronically, as indicated in the checklist just below.

If you have any questions concerning this Application Kit, please call your site's program manager at (202) 616-1152.

We thank you for your support of the Weed and Seed strategy and all of the good things you are doing to prevent and control crime and improve the quality of life in your communities.

Sincerely,

Stephen Rickman  
Director

Enclosure

cc: U.S. Attorney  
Law Enforcement Agency Partner

February 2001  
Weed and Seed Fiscal Year (FY) 2001  
COMPETITIVE APPLICATION CHECKLIST

NEW PROCESS

Please use the following checklist to ensure that your application is complete. Failure to submit any of the following items may result in disqualification of your application.

**For FY 2001, Applications for Weed and Seed funding will have TWO components, BOTH of which must be submitted: submission of application for OJP Weed and Seed Grant Funds must be on-line via the OJP Grants Management System (GMS); and paper back-up copy of the grant application mailed to the Executive Office for Weed and Seed (EOWS), along with other required documents (see below).** Details of submission requirements are summarized in this checklist and described at greater length in the Application Kit below.

**The deadline for the GMS on-line application (and GMS Faxline submissions) for grant funds AND the paper submission (postmark date) is Thursday, May 31, 2001.**

**1. Please apply for Grant Funds electronically via GMS, accessed via**  
**(<http://www.ojp.usdoj.gov/fundopps.htm>)**. Please review the “Help” feature at that website for “Application Handbook” instructions. Please review the GMS Application Procedures Handbook on this web page or within GMS. (Also please see Additional Hints for Using GMS immediately following this checklist.)

- ☐ The basic application document is Standard Form 424 (Application for Federal Assistance). All data fields in the electronic form should be filled in, including the following:
  - Item 3 on the SF 424: Date your application was submitted to the State Office that administers the Byrne Formula Grant program.
  - Item 11 on the SF 424: Provision of audit information: the applicant organization's fiscal year and name of the designated cognizant federal agency.
  - Item 16 on the SF 424: Date your application was submitted to the State Single Point of Contact (SPOC) or the reason that State review is not required.SPOCs are listed on the OJP website at: [www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).
- ☐ GMS provides for the attachment of 3 single files to the SF-424 (see GMS Application Procedures screen AP-11):
  - 1) “Budget Detail Worksheet.” This attachment should include your budget detail worksheet, following the guidance provided in the body of this Application Kit and the sample worksheet which appears as Attachment 6, below.
  - 2) “Budget Narrative.” This attachment should include your budget narrative. A sample appears at the end of Attachment 6, below.

3) The “Other Program Attachments.” This attachment should consist of **a single electronic file combining the following items :**

--the Certification Statement, which appears as Attachment 1 in this Application Kit serves as the program narrative. The text of the Certification Statement should be attached electronically in GMS, while the signed original should be part of the paper package submitted to EOWS.

--a 1-page summary of your site’s Weed and Seed strategy organized as follows:

**-SITE NAME (CITY, STATE)**

**-BACKGROUND: DESIGNATED AREA; STEERING COMMITTEE**

**-STRATEGY OBJECTIVES AND ACTIVITIES: LAW ENFORCEMENT;**

**COMMUNITY POLICING; PREVENTION/INTERVENTION/ TREATMENT (including Safe Havens); and NEIGHBORHOOD RESTORATION;**

**-SPECIAL INITIATIVES/NOTABLE PROGRAMS**

**-EVALUATIONS COMPLETED or UNDERWAY/EVALUATION PLANS**

(Each main heading should be all caps, bold and underlined. Subtitles should be all caps, bold, in italics. Please try to use 12 pt. Times New Roman.);

--a 4-sentence summary of your site’s Weed and Seed strategy (1 sentence each re: law enforcement; community policing; prevention/intervention/ treatment; and neighborhood restoration);

-a signed letter indicating that the federal funds will supplement, not supplant, applicant resources (sample format is Attachment 4, below); and

-the National Directory Update of contact information (see Attachment 5, below).

- ☐ In addition to attaching electronic files to your SF-424 on-line, please do your best to add the items listed below as part of the paper submission to your GMS application file by faxing them to the **GMS FAX Line at 202-354-4147. BE SURE TO INCLUDE YOUR IDENTIFYING GRANT APPLICATION NUMBER (e.g., 2001-W001-NY-WS) ON EVERY PAGE.**

**2. Please submit the following items via paper (an original and 3 unbound copies):**

- ☐ A copy (for back-up) of the GMS SF-424 and attachments which you have submitted electronically. The GMS Application Handbook (screen AP-13) provides a “Print a copy” feature for the GMS SF-424.
- ☐ The signed original Certification Statement for Weed and Seed Sites. This Certification must be signed by the U.S. Attorney as well as the grant applicant.
- ☐ The Government Performance and Results Act (GPRA) submission required with your application (forms appear in Attachment 7).

- ☐ A map depicting the street boundaries of the designated area(s), if possible, on 8 ½ inch x 11 inch paper; a description in words of the street boundaries of the site; and a list of the Census Tract(s) of the designated Weed and Seed area(s)
- ☐ Documentation required in compliance with the National Environmental Policy Act, if applicable (e.g., re: renovation of a building; see Part IV, below).

**The deadline for the GMS on-line application (and GMS Faxline submissions) for grant funds AND the paper submission (postmark date) is Thursday, May 31, 2001.**

**Address the paper submission to:**

Executive Office for Weed and Seed  
6th Floor  
810 Seventh Street, N.W.  
Washington, D.C. 20531 (Note: Fedex users should use Zip Code 20001)

**Help:** For help concerning the submission of this application you may:

- Call the OJP/GMS helpline at 1-888-549-9901
- Consult the OJP website at <http://www.ojp.usdoj.gov/fundopps.htm>.
- Call your site's program manager, who can be reached at (202) 616-1152.
- Concerning financial management questions, call the Office of the Comptroller (OC) Customer Service Center at 1-800-458-0786; or e-mail via askoc@ojp.usdoj.gov.

## **Additional Guidance on Completing the SF 424**

After you have established a GMS user profile and selected the EOWS solicitation, you are ready to move on to Step 1 of the application process. Step 1 is to complete the Application for Federal Assistance. This is a standard form used by most Federal agencies. This form contains 18 different items that are to be completed. You must ensure that all data fields are populated, unless otherwise indicated in the instructions below.

### **Item Instructions**

1. Type of Submission: Weed and Seed does not fund construction. Check the "Non-Construction" box in the application section.
2. Date Submitted: Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3. Date Received by State: Date your application was submitted to the State Office that administers the Byrne Formula Grant program.
4. Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5. Applicant Information: The "Legal Name" is the fiscal agent designated by the Weed and Seed steering committee to receive and administer the Federal grant funds.
6. Employer Identification Number: Place your OJP vendor number if one has been assigned to your agency. If none has been assigned, place your employer identification number from the Internal Revenue Service. Generally, these numbers can be easily obtained from your agency's accountant or comptroller.
7. Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium."

8. Type of Application: Check “new”.
9. Name of Federal Agency: Type in the name of the awarding agency, “Executive Office for Weed and Seed, Office of Justice Programs.”
10. Catalog of Federal Domestic Assistance Number: The number for the Weed and Seed program is 16.595.
11. Descriptive Title of Applicant’s Project: Type in the: (1) title of the program as it appears in the solicitation or announcement (Operation Weed and Seed); (2) name of the cognizant Federal agency, e.g., U.S. Department of Justice; and (3) applicant’s fiscal year, i.e., 12-month audit period, e.g., 10/1/97–9/30/98. In addition, please specify the Special Emphasis area(s) for which funding is requested.
12. Areas Affected by Project: Identify the officially recognized Weed and Seed designated area by name (Please check the site list in Part II of this Application Kit).
13. Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14. Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve.
15. Estimated Funding: In line “a,” enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement.
16. State Executive Order 12372: Some States require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds within the State. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency. SPOCs are listed on the OJP website at [www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).
17. Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18. Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency.

## **Additional Hints for Using GMS**

(This page supplements the “GMS Application Procedures Handbook” available on the OJP funding opportunities web page via <http://www.ojp.usdoj.gov/fundopps.htm> .)

### **Overview of the Grants Management System**

The Grants Management System (GMS) is a Web-based grants management system designed to meet the requirements of all online Internet-based application submissions by external organizations and OJP internal application processing and grants administration requirements. EOWS reviews, processes, and sends all applicant- and grant-related information through GMS.

GMS will allow you to view the FY 2001 Executive Office for Weed and Seed Application Kit and Guidelines online and instruct you how to submit your application via the Internet. Once you have begun the application process, you will be able to access help screens to answer questions regarding certain data fields and other aspects of GMS.

Applicants can access the GMS and the GMS Application Procedures Handbook, a step-by-step guide for applying on-line through GMS, via [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm).

If you experience problems establishing an Internet account or accessing the GMS, please contact the GMS Hotline at 1-888-549-9901 for assistance. Please be advised that applicants must use Netscape 4.75 or an equivalent browser for security purposes. To request a printed copy of the FY 2001 Executive Office for Weed and Seed Program Guide and Application Kit, please call 1-800-851-3420.

Step 1. Visit <http://www.ojp.usdoj.gov/fundopps.htm>, the OJP funding opportunities web page. Click on the GMS button beside the appropriate FY 2001 Weed and Seed application.

Step 2. Select the appropriate FY 2001 Executive Office for Weed and Seed Application Kit and Guideline for your site: **Competitive Sites**.

Select PDF or Text link to view application. PDF requires Adobe Acrobat Reader. If you do not have this program installed on your computer, please call the GMS hotline or Select Text version. Select X button on top right of the screen to return when done. Select GMS link. This begins your registration process.

The GMS application system is being revised to require an exact match of the actual applicant and a list of eligible applicants supplied by EOWS. Check the site list in the Application Kit to see the listing for your site; If you have any questions, call your EOWS program manager at 202-616-1152.

Step 3. Register and create your **user identification** (which includes a user id **and** personal password) before an application can be submitted. To obtain a user id, at the New User Registration prompt, you must first complete the Contact Information page, which includes selecting the Executive Office for Weed and Seed solicitation filed. The final step in the registration process is to click on the “Create” button at the bottom of the page. This will complete the registration process. Please await approval prompt before submitting application. If you have any questions, please call 1-888-549-9901. While awaiting approval, you may elect to complete your application and save it to submit after receiving



approval or you may wait to complete the application until receiving approval prompt. If you do not have an Internet account established, GMS project staff will assist you in creating an Internet account. Please call the GMS Hotline at 1-888-549-9901 for assistance. (Please note that the password for sign-in which you receive is case-sensitive: if you enter a password in lower case, then it will not work if you enter it in upper case.)

- Step 4. Approval to submit an application will be sent via e-mail message. After you “SAVE” your application, the Grant Applicant List status screen will be displayed giving you your grant application number. Completing the on-line SF-424 includes acceptance of standard and statutory assurances (See last on-line screen form).
- Step 5. All other documents requiring signatures, addenda and any other supporting documents **may be faxed to the GMS FAX Line at 202-354-4147** to be included in your “electronic” application. **BE SURE TO INCLUDE YOUR IDENTIFYING GRANT APPLICATION NUMBER ON EVERY PAGE.**

Other Reminders:

AUTHORIZED OFFICIAL VS CONTACT PERSON. All future GMS e-mails regarding the solicitation will go directly to the person identified as the “contact.” The contact person should be the person who will be responsible for seeing the application through the whole process, if that person is "George in Accounting" then enter "George in Accounting's" e-mail address as the contact.

ELIGIBILITY CONFIRMATION: Applying is at least a two step process: first, you must get permission to even apply, or be deemed eligible to apply; second, only after receiving the e-mail from the program office confirming eligibility, you may upload your application.

ELECTRONIC FILE ATTACHMENTS: GMS allows only 3 single file attachments to the SF-424 that the applicant must submit: 1) Budget Detail Worksheet—the budget worksheet, based on the sample in Attachment 6; 2) Budget Narrative—the budget narrative, based on the sample in Attachment 6; 3) Other Program Attachments—a **single file** which may include the text of the Certification Statement (Attachment 1), maps, directory information, and any other additional programmatic information you wish to add. You cannot upload more than 1 file under each category. An attempt to load more than 3 single files may erase one of the previous attachments. Only the most current file uploaded to the appropriate attachment will be saved as a part of the application. For example, if you initially attach the Strategy Abstract and subsequently attach the Certification Statement as a separate file, we will only receive the Certification Statement. *[Note: Modifications planned for GMS screens may result in the following changes by the time you apply: 1) “Budget Narrative”—attach the budget detail worksheet and budget narrative; 2) “Program Narrative”—attach the text of the Certification Statement; 3) “Other Program Attachment:” maps, directory information, and any other additional programmatic information you wish to add.]*

February 2001  
Weed and Seed Fiscal Year 2001  
Program Guide and Application Kit  
For Competitive Sites

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# I. WEED AND SEED POLICY UPDATE

## ***OVERVIEW OF WEED AND SEED***

*Operation Weed and Seed*, a U.S. Department of Justice community-based initiative, is an innovative and comprehensive multi-agency approach to law enforcement, crime prevention, and community revitalization.

### ***The Weed and Seed Strategy***

Operation Weed and Seed is foremost a strategy--rather than a grant program--which aims to prevent, control, and reduce violent crime, drug abuse, and gang activity in targeted high-crime neighborhoods across the country. Weed and Seed sites range in size from several neighborhood blocks to a few square miles.

The strategy involves a two-pronged approach: law enforcement agencies and prosecutors cooperate in “weeding out” violent crime and drug abuse; and “seeding” brings human services to the area, encompassing prevention, intervention, treatment, and neighborhood revitalization.

A community-orientated policing component bridges weeding and seeding strategies. Officers obtain helpful information from area residents for weeding efforts while they aid residents in obtaining information about community revitalization and seeding resources.

### ***The Role of the U.S. Attorney***

At each site, the United States Attorney plays a central role in organizing the Steering Committee and bringing together communities with other Weed and Seed participants. The U.S. Attorney’s Office provides leadership in joint law enforcement operation planning and implementation, and ongoing involvement in the Steering Committee and other activities. The U.S. Attorney’s role includes but is not limited to: 1) decision on approval of an application for Official Recognition of a site; 2) sign-off on the certification required as part of the Weed and

Seed funding application; and 3) sign-off on requests to use the U.S. Attorneys’ Fund for Weed and Seed activities.

## ***WEED AND SEED POLICIES FOR FISCAL YEAR 2001***

This Weed and Seed Application Kit for Fiscal Year 2001 offers competitive funding to Weed and Seed sites.

Competitive sites are offered funding to maintain their best programs and share their experience with other sites through regional networking, other peer-to-peer training, and regional and national Weed and Seed training efforts. Funding is a tool for local leadership in developing and implementing the Weed and Seed strategy through leveraging and building long-term relationships.

FY 2001 EOWS funding decisions will be based on a consideration of the cycle of awards made to the site (generally, a site will only get one award per fiscal year), sites’ unobligated balances of DOJ funds from prior awards, and sites’ compliance with the requirements and conditions of this solicitation, past awards, and all OJP reporting requirements.

### ***Emphases for FY 2001***

FY 2001 funding is offered for the purpose of assisting sites in their implementation of their approved Weed and Seed strategies. General guidance is provided in the ***Operation Weed and Seed Implementation Manual***.

Requests for changes to the approved strategy and designated area need to be submitted by the Weed and Seed Steering Committee to EOWS for approval by the Director.

EOWS requires that each site have an overall Weed and Seed Coordinator. EOWS strongly recommends that the Coordinator be a full-time position, to be funded through reallocation of

existing site resources and/or EOWS grant funds.

Applicants are encouraged to invest FY 2001 funds in the improvement of their crime analysis and mapping capacity.

Each FY 2001 Weed and Seed site application is required to budget \$7,500 in grant funds for travel to EOWS-provided training and technical assistance, including EOWS Accreditation Training. Sites are advised to seek prior approval from their program manager prior to any other use of these funds.

Timely submission of required progress reports and financial status reports is essential. Award processing will be delayed and fund drawdowns may be withheld if the progress and financial status reports are delinquent.

All sites are **required** to have internet capability to facilitate communication with EOWS and support other site activities, and may use grant funds for this purpose.

Sites which have not already done the following need to do so within 90 days of acceptance of the FY 2001 award by the grantee:

- The site's Steering Committee is **required** to adopt bylaws for its operations. Sample bylaws can be obtained by calling your EOWS program manager at (202) 616-1152.
- Sites applying for grant funds to be used in a minigrant process are **required** to provide documentation of the procedures for award and management to be used in that process as part of their application. Compliance with the requirements of the OJP Office of the Comptroller Financial Guide is required. Sample procedures can be obtained by calling your program manager at (202) 616-1152.

To be eligible for funding in Fiscal Year 2002, all sites which have received Weed and Seed funding for 5 fiscal years will be required to

submit a full new application for Official Recognition by October 31, 2001. A Letter of Intent to File an Application for Official Recognition co-signed by the U.S. Attorney's Office and the site applicant should be transmitted to EOWS postmarked by August 31, 2001. Re-application for approval of Official Recognition needs to be done once for every 5 years.

In developing their new Official Recognition submissions, these sites are encouraged to replicate the Weed and Seed strategy in new areas of their jurisdiction; however, the Executive Office for Weed and Seed requires the presentation of a strong case for maintaining the current area(s).

### ***Coordination With Other Resources***

Sites' coordination should extend to related community development efforts, and federal funding sources (e.g., Local Law Enforcement Block Grants, Byrne Formula Funds, Juvenile Justice Formula Funds, Asset Forfeiture Equitable Sharing, and COPS hiring funds); as well as state, local, and private resources. In addition, U.S. Attorney offices can assist communities through "Weed and Seed" real property transfers. Coordination among federal agencies can be facilitated through the Federal Executive Boards (website: [www.feb.gov](http://www.feb.gov)). Re: grants generally, see website: [web.calstatela.edu/academic/orsp/Funding.htm](http://web.calstatela.edu/academic/orsp/Funding.htm).

## II. PROGRAMMATIC AND FUNDING GUIDANCE FOR WEED AND SEED SITES

### Sites Invited to Apply for FY 2001 Weed and Seed Competitive Funding

Subject to the availability of Weed and Seed funds, applications are invited from the existing grantee organizations, unless otherwise noted. Applicants must also demonstrate that they have the management and financial capability to implement effectively a project of this size and scope. Following the list of sites is guidance on key budget and program matters.

### Weed and Seed Funding that the following sites may apply for:

- o \$125,000 in EOWS grant funds for the site (of which \$40,000 must be allocated for the operation or enhancement of the site's Safe Haven(s)); plus
- o \$50,000 in EOWS grant funds for law enforcement activities, including community policing activities. (Please note that Asset Forfeiture Funds [AFF] for use in 2001 are being requested from the SuperSurplus AFF account, which permits their being awarded in the form of flexible grant funds-- and without the Cost Reimbursement Agreements required in past years).

**GRAND TOTAL: \$175,000 all in grant funds to be requested on the SF-424**

**CATEGORY I:** The following includes 1) 5-year sites that have now received Official Recognition for new or expanded sites, and 2) New Officially Recognized sites that are being offered to compete for initial funding.

#### ARIZONA

Phoenix (Sunny Slope)

Atlanta

#### CALIFORNIA

Santa Maria

#### ILLINOIS

Peoria

#### CONNECTICUT

New Britain

Norwalk

#### INDIANA

Evansville

#### DELAWARE

Dover

#### LOUISIANA

New Orleans (Central City)

New Orleans (Treme)

#### FLORIDA

Brevard County

Miami/Dade (Liberty City)

Miami/Dade (Little Haiti)

Volusia County

West Palm Beach

#### MASSACHUSETTS

Boston (Grove Hall)

Lawrence

#### MICHIGAN

Battle Creek

Grand Rapids

#### GEORGIA

#### MISSOURI

St. Louis (Operation Weed and Seed, Inc.)

**CATEGORY I (cont'd)**

**NEW JERSEY**

Pleasantville  
Trenton (Northwest)  
Trenton (Southeast)

**NEW YORK**

Rochester (Northeast)  
Rochester (Southwest)  
Syracuse (Northside)

**NORTH CAROLINA**

Greensboro

**OREGON**

Burns-Paiute Tribe

**PUERTO RICO**

Aguadilla

**RHODE ISLAND**

Pawtucket

**SOUTH CAROLINA**

North Charleston

**SOUTH DAKOTA**

Martin

**TENNESSEE**

Bristol  
Chattanooga

**TEXAS**

Corpus Christi (Northside area)  
Houston (Greater Fifth area)

**UTAH**

Ogden City

**CATEGORY II:** The following are sites that have permission to correct deficiencies in order to receive Official Recognition. These sites are invited to submit a funding application by the May 31 deadline, but no funding will be provided until all requirements for Official Recognition are met .

*NOTE: By the time this document is distributed, some sites listed below may have already met the requirements for Official Recognition.*

**CALIFORNIA**

Fresno (Southeast)  
Fresno (Southwest)

**CONNECTICUT**

Bridgeport

**COLORADO**

Denver

**FLORIDA**

Manatee/Sarasota  
Orlando  
Pensacola

**GEORGIA**

Waycross

**ILLINOIS**

NW Austin  
Springfield

**INDIANA**

Indianapolis (Coalition of Northeast  
Neighborhoods)

**LOUISIANA**

Terrebonne Parish

**MARYLAND**

Landover (LARC)

**MASSACHUSETTS**

Chelsea  
Methuen

**MICHIGAN**

Detroit (9<sup>th</sup> Precinct)  
Detroit (11<sup>th</sup> Precinct)

**OHIO**

Lima

**CATEGORY II (cont'd)****OREGON**

Portland (Albina)

**TENNESSEE**

Dyersburg  
Jackson

**TEXAS**

Houston (Near Northside)

**UTAH**

Salt Lake City

**VIRGINIA**

Harrisonburg  
Richmond

**WISCONSIN**

Madison

**Limit on Funding per Jurisdiction**

EOWS is maintaining a limit on funding equal to 3 EOWS-funded sites per city or county within a given fiscal year. If a city includes counties, the limit applies on the city; if a city has a population of over 5 million, the limit is 4 EOWS-funded sites. Other sites within the jurisdiction may have Official Recognition status. Funded sites may (and do) share resources with unfunded Officially Recognized sites.

**Management of Asset Forfeiture Funds (AFF) Awarded Previously**

In previous fiscal years, Asset Forfeiture Funding (AFF) distinct from grant funding was offered for joint law enforcement operations planned in a collaborative way involving the U.S. Attorney's Office, and federal, state, and local law enforcement agencies. AFF funding can be used for an existing joint operation, or a new operation can be formed. Joint operations funded through Operation Weed and Seed with AFF

funds: 1) should be appropriate to the crime problem being addressed; 2) should comply with the statute governing the AFF (28 U.S.C. 524(c)(1)(I)); and 3) should not be redundant with other DOJ funding for joint law enforcement operations. The rules under which these funds were awarded still apply to their use. For a full set of AFF guidelines, please refer to the FY 2000 Weed & Seed Application Kit.

**The Reimbursement Process .** The AFF budget clearances provided by EOWS will be the basis upon which cost reimbursements are made to state and local law enforcement agencies. The reimbursement forms should be submitted by the local law enforcement agency to the local office of the federal law enforcement agency responsible for administering the AFF. AFF is available for reimbursement for only 5 years after distribution.

**AFF Budget Revisions .** Proposed budget modifications should be the product of coordination among the local law enforcement agency, the federal law enforcement agency partner(s), and the U.S. Attorney's Office. Proposed budget revisions for AFF funds previously provided for Weed and Seed activities should be faxed to EOWS for review, to the attention of Andrew Press (Fax number 202-616-1159). EOWS will issue a budget modification response and will notify the affected parties. Please call Andrew Press of EOWS with any questions on AFF matters at (202) 307-5965.



## ***Maintaining Best Programs and Providing Training***

Sites are offered funds to maintain their best programs so that they can improve coordination in planning and implementing their own Weed and Seed strategy and serve as examples for other sites, including those developing their strategies. Sites are encouraged to host training for other sites in a mutually acceptable manner--by hosting visits by members of new and developing sites seeking training; providing personnel who provide training at regional and/or national Weed and Seed training conferences; or by hosting training conferences to which other sites will be invited.

Each site will also be expected to provide training in the Weed and Seed strategy to other neighborhoods in its local area, upon request, to help those other neighborhoods to replicate the Weed and Seed strategy.

## ***Safe Havens***

Since Safe Havens are a key element of the Weed and Seed strategy, all sites are required to have at least one Safe Haven. A minimum of \$40,000 of grant funds must be allocated for the Safe Haven(s). Sites must locate the safe haven(s) within the designated Weed and Seed area, or request and justify an exception as part of the grant application; if an exception is granted, the site's program manager will provide the site with the related accounting requirements.

A Safe Haven is a multi-service center where a variety of youth and adult services are coordinated in a highly visible, accessible facility that is secure against crime and illegal drug activity. It is a place where youth and other residents can access needed services, develop relationships, find opportunities to be productive and successful, and enhance skills. Through its visibility, proximity, and program diversity for residents of all ages, it fosters resistance to drugs, crime and other neighborhood problems. A Safe Haven provides an environment for residents and service providers to revitalize

their neighborhood. It encourages them to identify existing core problems as well as to develop programs and services to ameliorate these problems through prevention, intervention, and treatment activities.

The Safe Haven should provide a variety of services and supportive programs, e.g., educational, cultural, recreational, health, and justice-related, with emphasis on coordinated delivery of these services. Using the risk and protective factor assessment, local communities decide on the priority risks to be addressed as well as fill existing gaps in the service delivery systems. Case management should be closely coordinated for all family members based on their unique assessment and needs.

A Safe Haven should be a safe and secure facility. A neighborhood school is the ideal place to locate a Safe Haven and maximize the coordination of services. The school is usually a well-known and well-respected facility with ample room for a broad variety of activities. It is usually very defensible against crime and often protected by the drug-free school zone laws.

A Safe Haven should be accessible to a wide range of individuals from the targeted neighborhood. The Safe Haven will provide youth, parents and other residents with a safe place to go, and productive activities. For example, parenting classes will teach how to strengthen family bonds; teachers will be able to enhance their skills in proactive classroom management; neighborhood groups can learn how to advocate for their community.

A Safe Haven should have trained paid and volunteer staff available. Training provided to Safe Haven staff should emphasize principles of collaboration, enhanced adult and youth case management skills, drug and alcohol abuse prevention and education, volunteer training, and planning.

A Safe Haven should be open outside of normal school and work hours. It should also be open on weekends and during summer vacations.

A Safe Haven can play a key role in any broad neighborhood revitalization effort. Successful neighborhood restoration requires a comprehensive strategy which coordinates efforts by law enforcement, community groups, schools, public and private social service agencies, government, and the private sector, working together to restore distressed neighborhoods.

Program selection and implementation in a Safe Haven are guided by a "risk and protective factor" approach. Risk factors are identified and prioritized, then addressed with a comprehensive strategy that reduces risks while enhancing protective factors that can lessen the impact of being exposed to these risks.

People have intuitively used this approach when challenged by serious threats like disease epidemics by responding with an all-out effort that includes intensive research, training, and even life-style changes. Communities can utilize a similar comprehensive risk and protective factor-focused prevention approach to solve other health and behavior problems--an approach which can maximize a Safe Haven's chances for success. For additional information regarding this approach, see the Weed and Seed Implementation Manual.

Screening of people working with children is an important element of managing a Safe Haven and other youth-focused activities and will be required by a special condition of the Weed and Seed grant.

Please refer to "Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support," published by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in April 1998, NCJ 167248, which can be requested from OJJDP's Clearinghouse by calling (800) 638-8736.

## ***Community Safety Initiative and Other Resources***

The Local Initiative Support Corporation (LISC), the nation's largest community development intermediary, has advised EOWS that it will consider providing up to \$50,000 per site worth of training and other resources for Weed and Seed sites applying under this application kit that want to undertake "Community Safety Initiative" programming. Information on LISC, its Community Safety Initiative, and its technical assistance capacity can be found in Attachment 2. Sites selected must: be located in a LISC area of concentration (listed in Attachment 2); have a community development corporation (CDC) as a key or lead partner; and be planning to select the Community Safety Initiative as its special emphasis initiative in subsequent Weed and Seed funding years. (Please keep in mind that activities to be funded by Weed and Seed dollars must be within the designated Weed and Seed area). For further information on the terms and applications process for this separate initiative, please contact Lisa Belsky at LISC via phone (212) 455-9824, e-mail [LBELSKY@LISCNET.ORG](mailto:LBELSKY@LISCNET.ORG), or mail at LISC, 733 Third Avenue, 8<sup>th</sup> Floor, New York, N.Y. 10017.

## ***Accessing Technical Assistance and Training***

Technical Assistance and Training will be provided to Weed and Seed sites with Official Recognition, sites with existing grants from prior years, and sites with FY 2001 grants. Technical assistance and training for a site can be funded in one or more of the following ways:

- EOWS grant funds. Each FY 2001 Weed and Seed site application is required to budget \$7,500 in grant funds for travel to EOWS-provided training, including EOWS Accreditation Training. Sites are advised to seek prior approval from their program manager prior to any other use of these funds.

- The site-driven training and technical assistance system will be continued for FY 2001. This program-wide system can be used to pay for site participant attendance at appropriate off-site training courses, as well as on-site technical assistance or training.
- A series of satellite broadcasts will also be aired.

These conferences, workshops, and broadcasts are designed to equip Weed and Seed sites with the tools to enhance the work they are doing on their strategies and to strengthen their communities.

Sites are also encouraged to take advantage of training supported by federal grants, e.g., the training provided by the Regional Community Policing Institutes supported by the DOJ COPS Office (see website: [www.usdoj.gov/cops/gpa/tta/rcpi/default.htm](http://www.usdoj.gov/cops/gpa/tta/rcpi/default.htm)).

Sites with unmet training needs are encouraged to consult with their U.S. Attorney's Office liaison and/or their EOWS program manager.

Further information concerning technical assistance and training is on the Weed & Seed website: [www.ojp.usdoj.gov/eows](http://www.ojp.usdoj.gov/eows).

### ***New Accreditation Training***

During the year 2001, the Executive Office for Weed and Seed is initiating a new Accreditation Training series for Weed and Seed sites. A series of intensive training sessions will be offered to all Weed and Seed grantees and Official Recognition recipients to equip them to implement their strategies effectively. This new approach is a result of requests from sites for more intensive and concentrated learning modules on the components required in Weed and Seed.

Each FY 2001 Weed and Seed site application is required to budget \$7,500 in grant funds for travel to EOWS-provided training and technical

assistance, including EOWS Accreditation Training. Sites are advised to seek prior approval from their program manager prior to any other use of these funds.

### ***Evaluation***

***Local Evaluation.*** Sites are expected to perform the local evaluation required by earlier grant awards.

***New in FY 2001,*** Weed and Seed funding for local evaluations is now available as a Special Emphasis Initiative option for Continuation sites.

All sites are encouraged to develop an arrangement with an academic or analytic partner to analyze its crime problems and/or evaluate the site's strategy and programs. At a minimum, each site must have in place a plan to measure the success of its strategy and programs.

Technical assistance can be requested by sites under the site-driven technical assistance system to help plan for these local evaluations.

In addition, sites may call upon their State's Statistical Analysis Center (SAC) for assistance. The Justice Research and Statistics Association (202-842-9330) can help connect sites with their SAC.

#### ***Other Resources for Local Evaluation.***

Guidance on local evaluation can be obtained from the OJP Bureau of Justice Assistance Evaluation Website: [www.bja.evaluationwebsite.org](http://www.bja.evaluationwebsite.org).

For another potential source of funding for local evaluations, Weed and Seed sites are encouraged to look for the issuance of the National Institute of Justice's Solicitation for Investigator-Initiated Research in the Fall of 2001.

***National Evaluation.*** Sites must agree to cooperate with any national evaluation under the auspices of DOJ during the course of the grant period.

# III. BUDGET GUIDANCE

## *Funding Characteristics*

Grant funds are discretionary and may be used to support any Weed and Seed activity. OJP has developed an on-line Grants Management System (GMS) for all applications for grant funds via an on-line SF-424 and attachments. See the checklist at the beginning of the application kit for further instructions on accessing GMS.

## *Grant Budget Guidance*

*Period of Award.* The period of all awards issued under this application kit will be 12 months.

*Safe Havens.* At least \$40,000 of the EOWS grant award funds must be allocated for the purpose of operating and/or enhancing a site's Safe Haven(s). Sites must locate the safe haven(s) within the designated Weed and Seed area, or request and justify an exception as part of the grant application; if an exception is granted, the site's program manager will provide the site with the related accounting requirements.

Use of grant funds for food/snacks for children at safe havens must be integrally related to safe haven programs.

*Seeding.* A majority of the "total award" (e.g., at least \$112,501 of \$225,000) must be used to support seeding activities. The same principle applies regardless of the total size of the award.  
*Additional Guidance on Use of Grant Funds.* Grant funds may not be used for construction.

Each FY 2001 Weed and Seed site application is required to budget \$7,500 in grant funds for travel to EOWS-provided training and technical assistance, including EOWS Accreditation Training. Sites are advised to seek prior approval from their program manager prior to any other use of these funds.

Case by case review will be given to requests for

grant funds for purchase of a van for use in conjunction with a safe haven. Generally, lease of a van is preferable to purchase.

Grant funds will not be approved for police patrol cars, guns, and ammunition, except on the basis of EOWS review of a request by the site based on special circumstances.

Budgets that include non-competitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$100,000.

*Revision of Budgets.* Any proposed revision to the FY 2001 grant award must be accompanied by relevant excerpts from the Steering Committee minutes and the Steering Committee Chairperson's signature before EOWS can grant official approval to the proposed revision.

Case-by-case review will be given to requests to use grant funds for minor renovations of a pre-existing facility which do not involve a change of use of the facility. Extensive renovations may trigger National Environmental Policy Act compliance requirements (see below).

All sites are **required** to have internet capability to facilitate communication with EOWS and support other site activities, and may use grant funds for this purpose.

Sites which have not already done the following need to do so within 90 days of acceptance by the grantee of the FY 2001 award:

- The site's Steering Committee is **required** to adopt bylaws for its operations. Sample bylaws can be obtained by calling your EOWS program manager at (202) 616-1152.
- Sites applying for grant funds to be used in a minigrant process are **required** to provide documentation of the procedures for award and management

to be used in that process as part of their application. Compliance with the requirements of the OJP Office of the Comptroller Financial Guide is required. Sample procedures can be obtained by calling your program manager at (202) 616-1152.

## IV. IMPORTANT REQUIREMENTS AND ADMINISTRATIVE PROVISIONS

### *Government Performance and Results Act Reporting Requirements*

All sites funded under this solicitation are **required** to monitor the program elements designed for tracking under the Government Performance and Results Act (GPRA). The FY 2001 data collection for GPRA has been revised to include leveraging data (attached). The U.S. Attorney's Office will track specified federal law enforcement data.

The grantee will track the specified state and local law enforcement data and the other GPRA data elements and will report the data directly to the Weed and Seed program tracking database. Insofar as practicable, the period to be covered by tracking should be the grant period.

### *Grantee Reporting Requirements*

# **Financial Status Report:** Financial status reports (SF 269-A) are due within 45 days following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due within 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Future awards will be delayed and fund drawdowns may be withheld if the progress and financial status reports are

delinquent.

# **Single Audit Report:** Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is due to the Federal Audit Clearinghouse 9 months after the end of the recipient's fiscal year.

# **Semi-Annual Progress Report:** Recipients of funding are required to submit an initial and then semi-annual progress report. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the site's overall Weed and Seed strategy and the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report forms will be provided to the recipient by

EOWS.

### ***Eligible Applicants***

Eligible applicants include State and local law enforcement agencies, non-profit organizations, and agencies of local government engaged in the investigation and prosecution of violent crimes and drug offenses in 'Weed and Seed' designated communities.

Applicant organizations may submit joint proposals with other eligible organizations. Applications from more than one organization must set forth the relationships among the parties. One organization must be designated in the application as the applicant and any co-applicants must be designated as such. As a general rule, organizations that describe their working relationship in the development of products and the delivery of services as primarily cooperative or collaborative in nature will be considered co-applicant(s). In the event of a co-applicant submission, one co-applicant must be designated as the payee. This applicant will receive and disburse project funds and be responsible for the supervision and the coordination of the activities of the other co-applicant(s). Under this arrangement, each organization must agree to be jointly and severally responsible for all project funds and services. Each co-applicant must sign the SF-424 and indicate acceptance of the conditions of joint and several responsibility with the other applicant(s).

### ***Assurances***

The application form includes a list of assurances that the applicant, by signing the SF- 424, assures that it will comply with the requirements contained in the assurances in order to receive Federal funds under this program. GMS submission includes the grantee's acceptance of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements forms. It is the responsibility of the recipient of the Federal

funds to fully understand and comply with these requirements. Failure to comply may result in

the withholding of funds, termination of the award, or other sanctions.

### ***Supplanting Prohibition***

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

### ***Coordination of Federal Efforts***

A description of coordination is required as part of the Certification Statement, attached below.

### ***Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements***

The GMS submission includes the grantee's acceptance of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements forms. The applicant will be asked to agree to comply with the following requirements:

**Lobbying:** The applicant and its subgrantees, contractors and subcontracts, will not use Federal funds for lobbying and will disclose any lobbying activities.

**Debarment:** The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been

convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

**Drug-Free Workplace :** The applicant will or will continue to provide a drug-free workplace.

The applicant will be asked to commit to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

### ***Single Point of Contact Review***

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC to or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424. SPOCs are posted on the OJP website:  
[www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).

### ***Civil Rights Compliance***

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due

process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

### ***Suspension or Termination of Funding***

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- # Failure to comply substantially with the requirements or statutory objectives of the Weed and Seed Program and guidelines issued thereunder, or other provisions of Federal law;
- # Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- # Failure to adhere to the requirements in the agreement, standard conditions, or special conditions;
- # Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- # Filing a false certification in an application, other report, or document; or
- # Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR 18.

## ***National Environmental Policy Act (NEPA) Compliance***

### ***General***

All recipients of Federal grant funds are required to assist the sponsoring Federal agency comply with the National Environmental Policy Act (NEPA) as well as other related Federal environmental impact analysis requirements. Certain uses of EOWS funds, e.g., for extensive building renovations, may require an environmental impact analysis prior to their approval and implementation. In submitting an application for funding, applicants understand and agree that the assistance they must provide may include submitting specific information on the proposed site and activities subject to an environmental impact review; drafting a required environmental assessment (EA) for the proposed activities; consulting with Federal, State, and local agencies having jurisdiction over or special expertise regarding the potential environmental impacts of the proposed activities; cooperating with EOWS to modify proposed activities in order to avoid or reduce any identified, potential adverse environmental impacts; and, if determined necessary by EOWS, assisting in scheduling and holding any public meetings on an EA or providing public notice on the availability of an EA for public review. Applicants should also understand that the scope of any required environmental impact analysis is not limited to the activities funded solely by EOWS but includes the applicant's related activities as well as those of third parties, such as other local, State, or Federal agencies.

EOWS and OJP wish to work with an applicant to meet all assessment requirements concurrently and thereby avoid duplication of effort. To accomplish this, the applicant should inform EOWS if the applicant must perform an environmental impact analysis under a state or local requirement, or if a federal agency is completing an environmental impact analysis.

### ***Additional Steps for Renovation Projects***

Applicants are required to submit the following information on any building that is proposed for renovation either with EOWS funds or as a result of its action or a third party's action that is related to the use of the requested EOWS funds.

#### For all buildings :

Provide the Federal Emergency Management Administration's (FEMA) floodplain map for the project area and clearly delineate on this map the exact location of the building or buildings. If you need assistance in locating a floodplain map, please call FEMA's toll free number at 1-800-358-9616.

#### For any building that is fifty years old or older :

(1) A letter from the State Historic Preservation Officer (SHPO) indicating whether the building is listed on the National Register of Historic Places or eligible for listing and, if the building is so listed or eligible, the comments of the SHPO as to whether or not the proposed renovation activities will have an adverse effect on the historic integrity of the building. You should be able to obtain the name and address of your SHPO from your State Point of Contact or the website: [www.achp.gov](http://www.achp.gov) In order to provide this response, the SHPO will normally need a letter request from you that includes a narrative description of your proposal, its renovation components, and the location; photographs of the affected property; and line drawings or sketches of any proposed building modifications.

(2) A statement as to whether or not there is lead-based paint on either the interior or exterior of the building, the basis for this statement, and, if lead-based paint is present, the measures that will be required, if any, under applicable Federal, State, and local requirements to abate this lead-based paint as part of the proposed renovation with this discussion to include the measures to be taken to dispose of any lead-based paint to be removed from the building.

(3) A statement as to whether or not asbestos containing materials are on the interior or exterior of the building, the basis for this



statement, and, if any asbestos containing material is present, the measures that will be required, if any, under applicable Federal, State, and local requirements to abate the asbestos containing material(s) as part of the proposed renovation with this discussion to include the measures to be taken to dispose of any asbestos containing material to be removed from the building.

For applicants who include lead-based paint and/or asbestos abatement programs in their applications with the specific buildings to be identified as the program is implemented, only the protective measures, including those for proper disposal, need be discussed within this application. Consultation with the SHPO will be required for each identified building over fifty years old and prior to initiating the abatement project.

For any building that is less than fifty years old, but built prior to 1980:

Provide responses to paragraphs (2) and (3) immediately above.

### ***Human Subjects Research and Confidentiality Compliance***

Grantees will be required to comply with 28 CFR 22 and 46.

*Human Subjects Research.* The applicant should indicate whether activities proposed in the application include research that may involve human subjects, as defined in 28 CFR 46. The DOJ is a signatory to the Federal policy on protection of human subjects of research, the “Common Rule.” DOJ’s incorporation of the Common Rule is set forth in 28 CFR 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures are to be followed. The policies set forth in 28 CFR 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any federal department

or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR 46.101(b)(1).

### ***Information Technology***

The OJP encourages integration and interoperability of information technology (IT) systems between all justice system agencies and across Federal, State, and local jurisdictional boundaries. IT systems include automated information systems used by each of the justice system components (law enforcement, courts, prosecution, defense, corrections, probation, and parole) in their internal day-to-day business and in communicating with each other. To support State and local justice integration and interoperability of these systems, OJP asked Governors to designate a “point of contact” to provide information on IT plans and coordination in your State. State and local recipients of awards that will be used in whole or in part for information systems may be required to communicate with this point of contact about their information technology plans. By increasing State and local communication when planning and implementing information technology, OJP funds may be used to support interoperable, rather than isolated, information systems. The name and address of your State Information Technology Point of Contact can be obtained by calling the OJP customer service line at 1-800-421-6770 or on the OJP webpage: [www.ojp.usdoj.gov](http://www.ojp.usdoj.gov).

### ***Purchase of American-Made Equipment and Products***

It is the sense of Congress, as conveyed through the FY 1997 DOJ Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

## V. APPLICATION SUBMISSION GUIDANCE SUMMARY

### ***Checklist***

Applicants should refer to the checklist at the front of this application kit and text appearing above for guidance on submitting their applications. The following text discusses only selected portions of the application package.

### ***On-Line Application for Grant Funds***

The OJP Grant Management System is to be used to apply for grant funds. A sample budget (Attachment 6) is provided for general guidance only.

### ***Certification Statement for Weed and Seed Sites***

All applicants must fill out and submit the Certification Statement in the manner set forth in the checklist at the beginning of this application kit. This Statement, which appears immediately below, serves as the program narrative. For FY 2001, this form has been reformatted. This Certification must be signed by the U.S. Attorney as well as the applicant.

## CERTIFICATION STATEMENT FOR WEED AND SEED SITES

This Certification Statement attests that your site has an ongoing Weed and Seed strategy. (Please limit your Statement to 8-12 pages).

**1. Current Linkages and Services (Steering Committee and Coordination):** Describe the organizational structure of your Weed and Seed collaboration. Please list and describe the strategy's current collaborations and linkages among agencies, organizations, residents, and non-profits, including the membership of the Steering Committee and other stakeholders working with you (Names, Organizations, and Phone Numbers). Discuss any changes in the Steering Committee structure and/or the roles and responsibilities of the steering committee and Weed and Seed coordinator. Also discuss any new partnerships developed as a result of the Weed and Seed strategy. (1-2 pages).

**2. Implementing the Weed and Seed Strategy:** Discuss what the site plans to do or accomplish for each element of the strategy (law enforcement, community policing, prevention/intervention/treatment, neighborhood restoration) during this proposed project period (12 months) and include an implementation which specifies responsible parties and time frames for addressing all four elements of the strategy. Goals and objectives should be clearly linked to the desired outcomes. Benchmarks for performance measures should be included. Please identify and justify any significant changes in project objectives, location, approach, or timeliness since the site received official recognition. (5-8 pages).

**3. The Federal Role:** What will be the ongoing roles of the U.S. Attorney's Office and other federal agencies? With respect to Other Federal Resources, please provide information to help ensure coordination of federal resources. In particular, (a) what other federal grant programs (whether from the Justice Department or otherwise) are going into your jurisdiction for this, or related, efforts; (b) what other federal grant monies they are currently applying for to support this, or related, efforts;\* and (c) how these would be coordinated. For each, please include the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose. This information is requested to encourage better coordination among Federal agencies in addressing State and local needs. (1 page)

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\*"Related efforts" means:

- o the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);
- o another phase or component of the same project (e.g., to implement a planning effort funded by other Federal monies or to provide a substance abuse treatment or education component within a criminal justice project); or
- o providing services of some kind (e.g., technical assistance, research, evaluation) to the project described in your application.

**4. Sustaining Your Weed and Seed Strategy:** Please describe your plans for sustaining the Weed and Seed strategy for the long term (5 to 10 years). (1 page.)

\_\_\_\_\_  
U.S. Attorney Signature      Date

\_\_\_\_\_  
Grantee Signature      Date



### **The Community Safety Initiative and Other Resources**

#### **I. Description of the Community Safety Initiative (CSI) provided by the Local Initiatives Support Corporation (LISC) [edited]**

The Community Safety Initiative was developed in 1994 by the Local Initiatives Support Corporation (LISC) in partnership with Harvard University's Program in Criminal Justice Police & Management, and the Police Executive Research Forum - as an experimental approach for integrating public safety and crime control objectives with those of community and economic development. The experiment has proven highly successful.

With initial funding from the C.S. Mott, Metropolitan Life, and Public Welfare Foundation, CSI & its local community development corporation (CDC), and police partners established three demonstration sites in late 1995: Seattle, WA; Kansas City, MO; and Brooklyn, NY. In 1999, Harvard case studies documented program success, highlighting a range of significant accomplishments in the sites studied & pointing to their impact & effectiveness. With additional funding from the Mott, Citigroup, Pinkerton, MacArthur & Kauffman Foundations, CSI has since added operations in Boston, Chicago, & Toledo to its portfolio.

##### **Goals:**

- Establish mutually respectful collaborations among CDCs, police & a range of additional diverse stakeholders to improve public safety in targeted communities.
- Reduce persistent crime & fear.
- Spur investment of human & financial capital.
- Enhance neighborhood vitality.
- Foster greater national awareness & use of the collaborative CSI model.

##### **Strategy:**

- Bring together community groups & police departments in a non-confrontational atmosphere.
- Bridge communication gaps within & between the organizations.
- Bolster organizational infrastructures with specially tailored assistance & training.
- Pinpoint systemic & persistent neighborhood crime problems.
- Develop dynamic plans to resolve identified problems.
- Facilitate continuing cooperation, strategic planning, and bold thinking among the participants.
- Assess progress periodically with participants.
- Provide opportunities for cross-site learning of "best practices."
- Offer strategic guidance & outreach through CSI staff, policing experts, & Advisory Board technical assistance.
- Disseminate program information & "lessons learned" to policymakers, practitioners, funding agencies, and other interested individuals.

## Background

Local Initiatives Support Corporation (LISC) was founded by the Ford Foundation and six corporations in 1979. LISC's mission is to rebuild whole communities by supporting the work of resident-led Community Development Corporations (CDCs) to revitalize individual neighborhoods. CDCs build and rehabilitate affordable housing, attract retail businesses and facilitate social services, thereby restoring distressed areas to economic health. LISC believes that tapping local efforts recognizes most clearly the needs, priorities and capacity of neighborhoods. Initially, LISC's focus was to develop commerce, retail business, community safety, child care, health care, job readiness, youth development and charter school services.

LISC, headquartered in New York, operates program offices in 41 cities and 69 rural areas, involving hundreds of CDCs from coast to coast. The local programs have advisory committees on which serve corporate, philanthropic and community leaders who, like a board of directors, drive local LISC agendas. Each local program also provides financial and technical support for community-driven programs, their priorities defined by area CDCs.

To date, LISC has raised more than \$3 billion from nearly 2000 investors, lenders and donors. LISC has also leveraged an additional \$3.5 billion in public and private sector funds. LISC has helped 1,700 CDCs build or rehabilitate nearly 100,000 affordable homes and has created over 11 million square feet of commercial and community space.

## LISC Program Areas

- Baton Rouge, LA
- Boston, MA
- Buffalo, NY
- Chicago, IL
- Cleveland, OH
- Detroit, MI
- Duluth, MN
- Fairfield County, CT
- Hartford, CT
- Houston, TX
- Northwest Indiana
- Indianapolis, IN
- Jacksonville, FL
- Kalamazoo, MI
- Kansas City, KS & MO
- Las Vegas, NV
- Greater Little Rock, AR
- Los Angeles, CA
- Greater Miami, FL
- Michigan Statewide
- Mid South Delta
- Milwaukee, WI
- Newark, NJ
- New Haven, CT
- New Jersey Multi-City
- New Orleans, LA
- New York City, NY
- Palm Beach County, FL
- Philadelphia, PA
- Phoenix, AZ
- Puget Sound, WA
- Rhode Island
- Richmond, VA
- Rural LISC
- San Diego, CA
- San Francisco Bay Area, CA
- Southwestern Pennsylvania
- Toledo, OH
- Twin Cities, MN
- Washington, DC
- Winston-Salem, NC



**Statement of Technical Assistance Capacity Provided By  
Local Initiatives Support Corporation (LISC) Re:  
Community Safety Initiative (CSI)**

Police departments and CDCs, like other government and community organizations, have benefitted over the years from both internal and external assistance on a host of management and operational issues. Indeed, many would argue that underlying most of the significant strategic changes attained in business management (TQM, etc.) has been a robust collaboration between internal leaders and outside experts. The best technical assistance usually is carefully tailored to the interests, needs, and opportunities of the client organization. It is not some “off-the-shelf” package of workbooks and videos that is gathering dust in a consultant’s inventory. Customized technical assistance is what LISC’s CSI offers.

CSI works with committed and experienced community development and police practitioners around the country, whose goal is to assess and imaginatively address the implementation obstacles they are confronting within their organizations and from other community and institutional sources as they pursue an array of comprehensive community safety programs. CSI’s relationships with their police and community partners requires intense, recurring contact with the practitioners to develop strong mutual trust and respect.

Trust and respect can be established in many ways. One of the important lessons learned by generations of consultants and their clients is that trust grows best when the consumers and advisors select one another voluntarily rather than have the advisors imposed on the clients by a funder or oversight agency. CSI also builds trust by developing a bond with the key leader(s) of the organizations with which it is working. For instance, CSI provides substantial assistance to first-line officers and middle managers in Seattle and Kansas City, (as well as in its other cities: New York, Boston, Chicago, and Toledo) because of its trusting relationships with their key leaders. Thus, when first-line personnel develop a daring plan of action with their non-police collaborators, CSI can informally test the waters with the police chief to ensure that the intended initiative is consistent in objectives and tactics with the chief’s own preferences.

Despite the cultural and organizational innovations swirling throughout the industry, police agencies for the most part remain highly bureaucratic. Thus, the difference between getting something accomplished or not in time to meaningfully serve the intended community beneficiaries is often finding tolerable short-cuts through bureaucratic underbrush. It’s sometimes amazing how quickly those short-cuts appear once the service-providers realize they have the backing of their organizational leader(s).

Since no single profession or group of people have all the knowledge or capacity to comprehensively address a given problem, CSI prefers working on highly interdisciplinary and multi-lateral projects. To this end, CSI bridges the gaps and lays the foundation for mutually-respectful collaboration between widely diverse practitioners. For example, CSI often facilitates brainstorming/negotiating meetings with participants who are unfamiliar and possibly suspicious about others in the meeting. CSI’s approach to meeting facilitation helps to establish a comfortable atmosphere in which candor becomes safer and the participants feel respected.

Once trust and respect have been established, CSI has a diverse set of technical assistance tools to offer its local partners:

- CSI trains policymakers, community leaders, police practitioners, and service providers to distinguish between “conceptual failures” and “implementation failures.” This enables

organizations to become what private sector management consultants call “learning organizations,” which can develop and employ institutional knowledge about what works and does not work in particular circumstances.

- Often, leaders of diverse organizations are unable to reliably ascertain how successfully important policies have been implemented at the level of service delivery. CSI helps bridge communication gaps within and between organizations and between organizations and individuals so that timely, honest feedback can inform policy decisions and practice.
- CSI gives practitioners who are caught up in day-to-day battles opportunities to pause to evaluate their progress as measured against strategic goals and core values. CSI provides an unthreatening atmosphere focused on problem solving rather than finger-pointing.
- CSI and participants develop practical check-lists of the participants’ key goals and principles, which the organizations can use to measure whether they are straying off course. Knowing how to help practitioners honestly identify, admit to, and redress unintended consequences of their efforts is one of CSI’s key services.
- CSI works with community and police leaders to develop and maintain an atmosphere in which first-line personnel are allowed to make well-intended mistakes and learn from them rather than be punished and inhibited from taking important risks in the future.
- CSI strategizes with participants so as to pinpoint problems and identify opportunities that are small enough to change, yet systemic enough to produce lasting benefits.
- CSI provides practitioners with an array of topical training and with the most recent literature on community policing and community development and offers knowledge from cross-site learning from the other CSI cities.
- Traditionally, police employees, especially sworn members of forces, are intensively socialized into an organizational culture that prizes professional and personal isolation from average citizens in the police service population. Thus, CSI offers remedial training and assistance in the terms of engagement between police and community partners for problem-solving.
- Practitioners’ willingness to test the waters and discover whether they like the new partnerships is vastly assisted if they can be shown real-life examples of successful police-community partnerships elsewhere. Hence, CSI arranges “hosted visits” for key practitioners, where the skeptical can “kick the tires” and ask hard questions before committing to a program in their area.
- CSI assists community policing partnerships in developing a strategy for tapping marketing and other communications experts for free or discount services to devise campaigns to get the partnership’s message to the public and other stakeholders.
- CSI bolsters practitioners’ organizational infrastructures by performing needs assessments and devising improvements in: crime analysis; research and development; training programs; informational management systems; performance appraisal and evaluation systems; resource allocation; internal communications and so forth.
- CSI helps ensure that those employees situated at mid-levels of the bureaucracy facilitate progress instead of impede it.

To contact the CSI, please call or write:

Lisa Belsky

Program Director

CSI

LISC

733 3<sup>rd</sup> Avenue, 8th Floor

New York, NY 10019

Phone: (212) 455-9824

Fax: (212) 682-5929

e-mail: lbelsky@liscnet.org

## **II. Other Resources**

In designing elements of a Weed and Seed strategy, sites may wish to consult the following sources for ideas on programs and resources.

### **A) Gun Law Enforcement**

Information on gun law enforcement strategies can be found in the Office of Juvenile Justice and Delinquency Prevention's 1999 publication, "Promising Strategies to Reduce Gun Violence", NCJ 173950, which can be ordered from the Juvenile Justice Clearinghouse via 1-800-638-8736.

### **B) Truancy**

The bulletin *Truancy: First Step to a Lifetime of Problems* is one of a series of Department of Justice Bulletins focusing on strategies in the Youth Out of the Education Mainstream (YOEM) initiative. YOEM is a joint effort of the Office of Juvenile Justice and Delinquency Prevention and the Safe and Drug-Free Schools Program, U.S. Department of Education. Copies of this bulletin and related juvenile justice materials can be obtained through from the DOJ's Juvenile Justice Clearinghouse (800) 638-8736.

### **C) Conflict Resolution**

Further information on and assistance with conflict resolution can be obtained by contacting:

National Center for Conflict Resolution Education: Sites may wish to take advantage of Conflict Resolution training offered by NCCRE. Since NCCRE is supported by grants awarded by OJP's Office of Juvenile Justice and Delinquency Prevention for conflict resolution generally and conflict resolution through the arts, NCCRE provides seminars without charging a professional fee.

Phone: (217) 523-7056

Email: [info@nccre.org](mailto:info@nccre.org)

Web: <http://www.nccre.org>

Community Dispute Resolution, US Department of Justice: Visit the CDR website to learn about community dispute resolution resources for law enforcement, youth and schools, courts, and communities with information on US Department of Justice resources and funding, as well as important links to the field of dispute resolution.

Phone: (202) 814-8827

Email: [Severens@ojp.usdoj.gov](mailto:Severens@ojp.usdoj.gov)

Web: <http://www.usdoj.gov/cdr/index.html>

### **D) Justice Innovations**

Resources regarding Community Justice and other Justice Innovations include the following:

"Communities: Mobilizing Against Crime, Making Partnerships Work," (August 1996). DOJ, National Institute of Justice Journal.

"Responding to the Community: Principles for Planning and Creating a Community Court," (November

1997). DOJ, Bureau of Justice Assistance Bulletin.

“Peer Justice and Youth Empowerment – An Implementation Guide for Teen Court Programs” from DOJ’s Juvenile Justice Clearinghouse, (800) 638-8736.

“Defining Drug Courts: The Key Components,” (January 1997). DOJ, OJP, Drug Courts Program Office.

Community Justice Exchange website: [www.communityjustice.org](http://www.communityjustice.org)

Copies of publications are available through the NCJRS Clearinghouse (800) 688-4252. Additional community justice materials can be obtained through the American Probation and Parole Association, located with the Council of State Governments’ Center for Law and Justice (606) 244-8203. Additional Drug Court materials can be obtained through the Drug Court Clearinghouse and Technical Assistance Project at American University (202) 885-2875.

### **E) Neighborhood Restoration**

The following technical assistance partners have experience in working with Weed and Seed sites on neighborhood restoration efforts:

The National Congress for Community Economic Development (NCCED), at (202) 289-9020 (Roy Priest, Executive Director; Leslie Nesbitt, project manager). Website: [www.ncced.org](http://www.ncced.org)

The Community Safety Initiative (CSI), conducted by Local Initiative Support Corporation (LISC), at (212) 455-9824, Lisa Belsky, project manager. Website: [www.liscnet.org](http://www.liscnet.org)

The Council for Urban Economic Development (CUED), at (202) 223-4735 (Jeff Finkle, Executive Director; Ed Gilliland, project manager). Website: [www.cued.org](http://www.cued.org)

### **F) Anti-Gang Crime Initiative**

Information on gangs can be obtained from the National Youth Gang Center’s internet website: [www.iir.com/nygc/](http://www.iir.com/nygc/), from Jim Burch, program manager, OJJDP, at (202) 307-5910, and from the OJJDP Juvenile Justice Clearinghouse via 1-800-638-8736.

### **G) Prevention through the Arts**

Providing constructive and engrossing activities which encourage youths to discover their own artistic abilities can keep them on the right path, introduce them to options previously unknown to them, and as a result prevent future criminal involvement. Activities can include a music or choral program that teaches participants to sing or play a musical instrument; an applied art class that teaches and encourages art skills in drawing, painting, or sculpture; a class teaching basics in photography and promoting photography as a creative art (more than a project which only provides children with disposable cameras rather than teaching basic skills); a class or activity which promotes the original writing of literature--fiction, poetry, or drama; an activity which teaches or promotes theater projects, allowing the children to participate in all facets of stage production, such as writing, acting, or producing; or an activity that teaches dance performance.

## **H) Mentoring**

Information on mentoring can be obtained by calling:

- The National Association of Police Athletic Leagues: (561) 844-1823  
E-mail: [copnkid1@aol.com](mailto:copnkid1@aol.com)
- Boys and Girls Club National Office: (301) 251-6676
- America's Promise: (703) 684-4500; [www.americaspromise.org](http://www.americaspromise.org)

## **I) Anti-Drug/Alcohol Abuse Strategies**

Examples include: drug market analysis; enforcement focusing on “hot spots” such as nuisance bars; drug testing part of pretrial supervision; frequent, random drug testing for probationers and parolees; drug prosecution; drug/alcohol treatment; the costs of operating or enhancing Drug Education For Youth (DEFY) leadership camps and follow-on mentoring activities; and Boys and Girls Club programs for teenagers as sequels to site DEFY activities.

Additional information on this subject area can be obtained by contacting:

- Community Anti-Drug Coalitions of America: (703) 706-0560 [www.cadca.org](http://www.cadca.org)
- Fighting Back/Join Together: (617) 437-1500 [www.jointogether.org](http://www.jointogether.org)
- Race Against Drugs, via National Child Safety Council: (517) 764-6070
- Al-Anon World Service Office: (757) 563-1600 [www.al-anon.alateen.org](http://www.al-anon.alateen.org)
- Nar-Anon World Service Office: (301) 547-5800

## **J) Meth. Lab/Environmental Activities**

Further information about clandestine methamphetamine laboratories can be obtained at the USDOJ/DEA website: [www.usdoj.gov/dea](http://www.usdoj.gov/dea)

Further information about a wide variety of environmental activities can be obtained via the U.S. Environmental Protection Agency website: [www.epa.gov](http://www.epa.gov) and via the website: [www.environmentalgrants.com](http://www.environmentalgrants.com)

For further information about lead poisoning, call: 1-800-424-LEAD and see the website: <http://www.hud.gov/offices/lead/index.cfm>

## **K) Computer Learning Centers**

Sites which select this special emphasis initiative area may use the services of the Weed and Seed “Seedtech” provider—Urban Technology Center (UTC) Inc., a nonprofit corporation, to build the technological and administrative capabilities of the site by providing consulting services and support, recommend and procure hardware, software, and Internet Service. UTC can be reached at (800) 999-3212.

## **L) Victim Services**

Information and assistance on victim issues and program development can be obtained through the OVC website, the OVC Resource Center, and the OVC Training and Technical Assistance Center. OVC's website provides information on its programs and services as well as links to other victim-related resources.

The OVC Resource Center is an information clearinghouse that provides research findings, statistics, and literature on emerging victim issues. Information is available 24 hours a day through the Internet and Fax-on-Demand. The Training and Technical Assistance Center (TTAC) provides expert support and mentoring in areas such as needs assessments, program development, management, evaluation, and policy and procedure development to facilitate long-term, systemic change to improve services to crime victims. TTAC also provides training programs, speakers for conferences and other meetings, and maintains a pool of experts who can provide effective on-site technical assistance to address specific problems and needs.

OVC Website	<a href="http://www.ojp.usdoj.gov/ovc">www.ojp.usdoj.gov/ovc</a>
OVC Resource Center	(800) 627-6872
OVC Resource Center Website	<a href="http://www.ncjrs.org">www.ncjrs.org</a>
OVC Training and Technical Assistance Center	(800) 627-6872
	E-mail: <a href="mailto:TTAC@ovcttac.org">TTAC@ovcttac.org</a>

### **M) Re-entry Programs for Offenders**

For information on establishing re-entry programs for offenders, you may contact Ms. Julie Allard at the Institute for Law and Justice via (703) 684-5300 or via: [nijcp@ilj.org](mailto:nijcp@ilj.org).

### **N) Local Evaluation**

The local evaluation should be conducted by a local research partner distinct from the entities directly involved in implementing the program. The independence of the evaluator will help establish the credibility of the evaluation. Local institutions of higher education may be able to provide both faculty and student assistance in performing the evaluation. If a site needs assistance in finding a research partner, please contact Romia Ray or Bob Samuels of EOWS at (202) 616-1152.

## Attachment 3

### Criteria for Competitive Funding

**--Absolute Requirements:** A) Did the U.S. Attorney sign the certification? B) Does the site have Official Recognition? Sites not meeting the absolute requirements will not be reviewed further. Applications for sites meeting the absolute requirement will be ranked based on the following:

**--Weighted Criteria. Scores will be used to rank sites. Sites with highest scores will be allocated funding until available funding is exhausted.**

- |    |   |          |
|----|---|----------|
| 1) | Did the applicant submit an application meeting all requirements of the checklist in the Application Kit?   | 1 point  |
| 2) | Would this site be the first funded site in the US Attorney District?   | 2 points |
|    | If the applicant would be the second or third site in the US Attorney District  | 1 point  |
| 3) | Does the application include explicit coordination with an overlapping federally designated Empowerment Zone (EZ) or Enterprise Community (EC) or HUD Hope VI site?   | 1 point  |
| 4) | Is the leveraging reported in the application documented by letters or MOUs attached to the application?  | 1 point  |
| 5) | Was the site given Official Recognition in 2000?  | 1 point  |
| 6) | Does the application provide for a full-time coordinator (Funded by reallocation of existing resources or grant funds requested in the application)?                  | 1 point  |
| 7) | Is the applicant within a Federal district, territory, or reservation?  | 1 point  |
| 8) | Is the designated area in the application in one of the top 100 Uniform Crime Reports (UCR) <u>rate</u> cities or an area designated for a special initiative by DOJ? | 1 point  |



**(Grantee Letter)**  
**SAMPLE**  
**SUPPLANTING CERTIFICATION LETTER**

Mr. Stephen Rickman  
Director  
Executive Office for Weed and Seed  
Office of Justice Programs  
810 7th Street, NW  
Washington, DC 20531

Dear Mr. Rickman:

This letter serves as certification that federal funds provided by the Office of Justice Programs, Executive Office for Weed and Seed, will not be used to supplant state or local funds. Federal funds will be used to supplement existing funds for Weed and Seed program activities and will not replace those funds which have been appropriated for the same purpose.

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(Authorized Representative)

# Attachment 5

## 2001 NATIONAL DIRECTORY UPDATE

**PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION FOR THE FOLLOWING REPRESENTATIVES:**

NAME OF SITE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>UNITED STATES ATTORNEY</b> Name: _____ Title: _____ District: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____ _____	<b>GRANTEE OFFICIAL POINT OF CONTACT</b> Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____ _____
<b>USAO CONTACT</b> Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____ _____	<b>DAY TO DAY COORDINATOR</b> Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____ <b>(Important)</b> _____
<b>CHIEF OF POLICE</b> Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____ _____	<b>LAW ENFORCEMENT/AFF CONTACT</b> Name: _____ Title: _____ Agency: _____ Address: _____ Phone: _____ Fax: _____ E-Mail: _____ _____

### Definitions

- 1) United States Attorney** - current United States Attorney serving the site's district.
- 2) USAO Contact** - contact person at the U.S. Attorney's Office who provides assistance and support to the Weed and Seed site (e.g. LECC Coordinator, Assistant U.S. Attorney, etc.)
- 3) Chief of Police** - chief of police serving the Weed and Seed target area.
- 4) Grantee Official Point of Contact** - person to be contacted on official matters involving this application and authorized to enter into contracts for the agency (e.g. person who signed application).
- 5) Day to Day Coordinator** - person who handles the day-to-day operations and administrative requirements of the Weed and Seed strategy (e.g. coordinates Seeding and Weeding elements, prepares progress reports, organizes steering committee meetings, has continuous contact with the Executive Office for Weed and Seed on matters involving the grant and budget, etc.)

## Attachment 5

**6) L.E./AFF Contact** - person administering the asset forfeiture fund or law enforcement strategy in the target area (e.g. weeding coordinator)

**(Please attach a separate sheet with additional names if necessary)**

## Attachment 6

OMB Approval No. 1121-0188  
Expires 5-98 (Rev. 12/97)

### Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

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**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Coordinator	\$35,000/year @ 100%	\$35,000
2) Police Overtime (Joint Task Force)	\$40/hour @ 200 hours	\$8,000
	<b>TOTAL:</b>	<u>\$43,000</u>

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**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. (Note: Explain what is included in the benefit package and at what percentage.)

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Coordinator	\$35,000 x 18.55%	\$6,493
FICA @ 6.2%		
Health/Life insurance @ 8.9%		
Worker comp @ 2.0%		
Medical Tax @ 1.45%		
Total:	18.55%	
	<b>TOTAL:</b>	<u>\$6,493</u>
	Total Personnel & Fringe Benefits:	<u>\$49,493</u>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
A) National Workshops and Conferences (Total: \$7,500) (Type and number to be determined by EOWS)				
1) 1 person @ \$1000/trip x 7 trips				\$7,000
		Air fare	\$500/trip	
		Hotel	\$100/night x 3 nights = \$300	
		Per Diem	\$40/day x 4 days = 160	
		Incidentals (taxi cabs, etc.)	\$40/trip	
		Total	\$1,000	
2) Regional Meeting: 1 person @ \$500/ trip x 1 trip				\$500
		Mileage (or airfare not to exceed)	300 miles x \$0.325/mi. x 2 ways = \$195	
		Hotel	\$92.50/night x 2 nights = \$185	
		Per Diem	\$40/day x 3 days = \$120	
		Total	\$500	
B) Other Travel: to be determined				
1) 3 people @ \$1000/trip x 2 trips				\$6,000
		Air fare	\$500/trip	
		Hotel	\$100/night x 3 nights = \$300	
		Per Diem	\$40/day x 4 days = 160	
		Incidentals (taxi cabs, etc.)	\$40/trip	
		Total	\$1,000	
2) Regional/Statewide Meeting: 5 people @ \$500/ trip x 1 trip				\$2,500
		Mileage (or airfare not to exceed)	300 miles x \$0.325/mi. x 2 ways = \$195	
		Hotel	\$92.50/night x 2 nights = \$185	
		Per Diem	\$40/day x 3 days = \$120	
		Total	\$500	

C) State Gang Task Force Travel (Joint Task Force):

1) Travel to and from State Gang Task Force Meeting	\$ 200
Mileage (or airfare not to exceed) 300 miles x \$0.325/mi. x 2 ways = \$195	
Parking	\$5
Total	\$200
2) Travel to National Intelligence Academy Training	
2 people @ \$950/trip x 2 trips	\$3,800
Air fare	\$500/trip
Hotel	\$100/night x 2 nights = \$200
Per Diem	\$40/day x 3 days = 120
Incidentals (taxi cabs, etc.)	\$40/trip
Registration (class materials)	\$90
Total	\$950

**TOTAL:** \$20,000

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**D. Equipment** - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1) Computer for coordinator		\$1,500
2) Printer		\$500
3) Computers for Learning Center (10 computers @ \$1,500 per unit)		\$15,000
4) Color printer for Learning Center		\$500
5) Computer for Police Officers (Joint Task Force)		\$1,500
6) Printer for Police Computer (Joint Task Force)		\$500
7) Video Camera for Police Officers (Joint Task Force)		\$1,400
8) Bicycles for Community Policing unit (Joint Task Force)	\$10,000	
9) Digital/Cellular Telephones for Citizen Police Academy (Joint Task Force)	\$2,000	
<b>TOTAL:</b>		<u>\$32,900</u>

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**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Office Supplies	\$167.25/month @ 12 months	\$2,007
File folders and accessories @ \$25 each		
Rollerball Pens @ \$10.25 per pack		
Microcassette tapes @ \$30 each		
Printer cartridges @ \$40 each		
Multipurpose copy paper @ \$30		
Misc items @ \$32 (scissors, staples, correction fluid, paper clips, glue, tape, markers)		
2) Video Surveillance Supplies (Joint Task Force)		\$ 50
Video Camera Film		\$ 50

Office supplies and postage are needed for general operation of the program. Prevention thru the Arts training materials will be needed for the art painting, t-shirt silk screening, ceramics, and props costumes, kits and cards, and music education. This will help the youth develop positive behavior and attitudes through artistic creation.

**TOTAL:** \$2,057

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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**\*\*Please note that construction costs are not allowable with Executive Office for Weed and Seed funds. Renovation (i.e. to restore to original state) may be allowable if justified and approved by the Executive Office for Weed and Seed.**

**TOTAL:** \_\_\_\_\_

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
1) Safe Haven	\$15,000 Computer Instructor (\$11.10/hour x 26 hours/wk x 52 weeks)		
	\$15,000 Community Outreach Training (\$15/hour x 20 hours/wk x 50 wks)		
	\$10,000 Tutors (\$125/wk x 4wks/month x 8 months x 10 tutors)		\$40,000
2) Community Mini-Grants for Prevention Programs	\$1000/grant X 7 grants		\$7,000
3) Internet Service Provider	Additional Internet site (Joint Task Force)		\$1,000 \$250
4) Crime Analysis and Mapping (Joint Task Force)	\$5,200 Data Entry Personnel (\$20/hour x 5 hours/wk x 52 weeks)		\$5,200
5) Automobile lease for undercover vehicle (Joint Task Force)	(\$500/month x 12 months)		\$6,000
<b>TOTAL:</b>			<u>\$59,450</u>

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**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
1) Buy Money (Joint Task Force)		\$6,300
2) Office Space Rental (Joint Task Force)		
	\$400/month @ 12 months	\$4,800
<b>TOTAL:</b>		<u>\$11,100</u>

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**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, ( a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<b>TOTAL:</b>		_____

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<i>Budget Category</i>	<i>EOWS Core</i>	<i>Safe Haven</i>	<i>Law Enforcement</i>
<b>Personnel</b>	\$35,000	\$0	\$8,000
<b>Fringe</b>	\$6,493	\$0	\$0
<b>Travel</b>	\$16,000	\$0	\$4,000
<b>Equipment</b>	\$17,500	\$0	\$15,400
<b>Supplies</b>	\$2,007	\$0	\$50
<b>Construction</b>	\$0	\$0	\$0
<b>Contractual</b>	\$8,000	\$40,000	\$11,450
<b>Other</b>	\$0	\$0	\$11,100
<b><u>TOTAL Direct</u></b>	<b><u>\$85,000</u></b>	<b><u>\$40,000</u></b>	<b><u>\$50,000</u></b>

*Overall Summary*

*Budget Category*

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	<b>Total Budget</b>
<b>Personnel</b>	\$43,000
<b>Fringe</b>	\$6,493
<b>Travel</b>	\$20,000
<b>Equipment</b>	\$32,900
<b>Supplies</b>	\$2,057
<b>Construction</b>	\$0
<b>Contractual</b>	\$59,450
<b>Other</b>	<u>\$11,100</u>
<b>TOTAL Direct</b>	<u><u>\$175,000</u></u>

**TOTAL PROJECT COSTS: \$175,000**

## **Budget Narrative**

### **Personnel (\$43,000)**

- 1) A request of \$35,000 will cover personnel costs for the full-time Weed and Seed Coordinator.
- 2) A request of \$8,000 will cover the cost of overtime for Officers involved in a Joint Law Enforcement Operation within the target area.

### **Fringe (\$6,493)**

- 1) A request of \$6,493 will cover the fringe benefits for the Weed and Seed Coordinator at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

### **Travel (\$20,000)**

A request of \$16,000 to cover the costs to travel to Weed and Seed conferences and meetings. We estimated the cost of each trip to be approximately \$1,000 per trip, with four people in attendance of a total of four trips (\$1,000 x 4 people x 4 trips). We realize that prior to any travel, the site needs pre-approval by EOWS.

A request of \$4,000 to cover the costs of Officers participating in the Joint Law Enforcement Task Force for training and travel. We estimate the cost of each trip to be approximately \$950 per trip, with 2 people in attendance of a total of 2 trips (\$950 x 2 people x 2 trips). This training will ensure the Officers are prepared for the proper implementation and management of a Joint Law Enforcement Task Force. We realize that prior to any travel, the site needs pre-approval by EOWS.

### **Equipment (\$38,900)**

1-2) A request of \$2,000 for a computer (\$1,500) and printer (\$500) for the Weed and Seed Coordinator to conduct Weed and Seed business via e-mail, Internet, etc, to help prepare required reports to the Office of Justice Programs, and to prepare newsletters for residents in the target area.

3-4) A request of \$15,500 is made to cover costs for supplying the computer lab with 10 computers at \$1,500 each, plus one printer (\$500) for the lab. This will be used by both children and adults for various trainings and educational uses.

5-6) A request of \$2,000 for a computer (\$1,500) and printer (\$500) for the Officers involved in the Joint Law Enforcement Task Force.

7) A request of \$1,400 for a Digital Video Camera for the operation and implementation of the Joint Law Enforcement Task Force.

8) A request of \$10,000 for the purchase of ten police equipped bicycles for the Community Policing Bicycle patrol unit. The increased visual presence will aid in building relationships with community residents.

9) A request for \$2,000 for Digital/Cellular Telephones to be used by members of the citizen Police academy. The Participants will use the telephones to report crimes to Community Policing Officers assigned to the target area. The telephones will provide the community with a direct link to the Police Department in an effort to dispel the myth that Police Officers are not easily accessible.

### **Supplies (\$2,057)**

A request of \$2,007 will be to cover supply costs for the Coordinator and the Weed and Seed office. A total of \$50 will be for the Joint Law Enforcement Task Force - Video Surveillance materials.

### **Contractual (\$59,450)**

A request of \$40,000 for Safe Haven activities is requested. The Computer Instructor will conduct computer training in the computer lab. The Community Outreach Trainer will develop a curriculum for Community Outreach and train neighborhood associations on the curriculum. The Tutors (2.5) will tutor children at the Safe Haven after school daily. The Steering Committee decided to fund a total of 7 mini-grants for \$1,000 each to various community organizations. This will be completed through a competitive process. Internet service will be provided to the 11 computers in the amount of \$1,000.

Internet service will be provided for the Joint Law Enforcement Task Force to run an individual secure server in the amount of \$250. A contract between the local University for Data Entry of Crime statistics will be in the amount of \$5,200. The data entry personnel will free officers of daily tasks of data entry. The increase in patrol time will help to create the increased presence of police officers in the target area.

A request of \$6,000 for the lease of an undercover vehicle for use by the Task Force in drug enforcement activities. The lease will enable the Task Force to change the vehicle periodically to ensure the integrity of the undercover operations.

### **Other (\$11,100)**

1) Buy Money will be used by the Joint Law Enforcement Task Force to implement and operate the undercover Drug task force. (\$6,300) Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. The **Confidential Funds Certification** must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, chapter 8: Confidential Funds"

2) Office space will be needed for the Joint Law Enforcement Task Force. The nature of an undercover task force causes the need for separate meeting space to ensure the integrity of the operation is not compromised. (\$400 per month for 12 months)



## U.S. Department of Justice

Office of Justice Programs

*Executive Office for Weed and Seed*

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Washington, D.C. 20531

February 12, 2001

### Memorandum

To: All Weed and Seed Site Applicants

From: Stephen Rickman  
Director

Subject: Revised Weed and Seed Grantee's Government Performance and Results Act (GPRA) Reporting Requirements

This office has been working to improve the quality of data collected in compliance with the Government Performance and Results Act (GPRA) (Public Law 103-62). The attached newly revised forms have been developed by this office in conjunction with the Justice Research and Statistics Association (JRSA).

The GPRA reporting forms (attached) have been modified in response to the Government Accounting Office (GAO).

The data requested on the attached forms is due only once a year simultaneously with the paper submission portion of the FY 2001 grant application. The data reported should cover the calendar year 2000.

Through a separate mechanism, the United States Attorneys' offices will report specified federal law enforcement data (i.e. prosecutions and convictions).

**Applications which do not include this information will not be processed until it is supplied.**

Please direct any questions on this matter to Jim Zepp of JRSA at (202) 842-9330 or to Andrew Press of EOWS at (202) 307-5965. Thank you for your cooperation in our efforts to improve the program-wide data about Weed and Seed.

Attachment



U.S. Department of Justice  
Office of Justice Programs  
*Executive Office for Weed and Seed*

**Grantee Site Characteristics and  
Activity Data Report Forms Guidance**  
Government Performance and Results Act (GPRA)



**FY 2001 Report Forms Purpose and Return Information**

**Purpose**

In order to report on the nationwide activities supported by its efforts, the Executive Office for Weed and Seed (EOWS) has developed this set of forms to collect basic data on the programs and services provided through local Weed and Seed Sites. The diversity of activities performed, clients served, and community characteristics across the Local Sites make the collection of uniform and consistent national statistics very difficult. This report form is designed to gather baseline information which applies generally to all Local Sites and also provides some indication of the broader aspects of the Weed and Seed strategy for crime control and community revitalization.

**Where  
Completed  
Forms Should  
Be Sent**

Justice Research and Statistics Association  
777 North Capitol Street, NE, Suite 801  
Washington, DC 20002-4239  
Attn: Jim Zepp or Yuki Yamagishi  
(202) 842-9330 - phone; (202) 842-9329 - fax; jzepp@jrja.org - Internet email

**FY2001 General Reporting Guidance**

**Reporting  
Changes for  
FY 2001**

For FY 2001, two major changes were made in the forms. Although the questions and data requested are largely the same as in the previous forms, you should be aware of the following:

- Expanded Brownfields information - Parts I and II, Section D, Question 4 has been changed to request information on all EPA Brownfields programs and not just the EPA's Brownfields Assessment Demonstration Pilot Program. Some detail in the question was eliminated from the previous version of these forms.
- Coordinated and Leveraged Non-EOWS Resources - A new Part I, Section H has been added to obtain information about funding and in-kind contributions from sources other than EOWS that are providing to support the local Weed and Seed strategy. This will provide documentation that an effective strategy mobilizes a broad range of community resources.

**Data  
Collection/  
Reporting  
Issues**

The EOWS recognizes the limitations of staff time and other resources under which the Local Sites operate. Consequently, specific data elements were chosen that are general indicators of program activities and should be within the capabilities of Local Sites to provide. These instructions provide direction when estimates may be necessary because the available data do not exactly correspond to the report form's categories, the particular

**Grantee Activity Data Report**

**Forms Guidance**

Page 2 of 2

Weed and Seed Site boundaries, or time periods for this report. Space is provided in this form for explanatory notes.

The EOWS expects each Site to make a reasonable effort to provide this information when it is available and to develop mechanisms for collecting these data in the future when they are not currently accessible. Describing the scope of the national Weed and Seed effort is a critical task in documenting its importance in crime control and community revitalization. The collection of uniform and consistent program activity data is essential for this capability.

**Technical Assistance Available**

EOWS has requested that the Justice Research and Statistics Association (JRSA) provide technical assistance in the implementation of this data collection effort. JRSA will provide guidance to Local Sites, collect and process the reports, and prepare summaries of the data.

**For additional guidance in completing these forms, contact Jim Zepp or Yuki Yamagishi, JRSA at (202) 842-9330 - phone, (202) 842-9329 - fax, [jzepp@jrso.org](mailto:jzepp@jrso.org) - Internet email.**

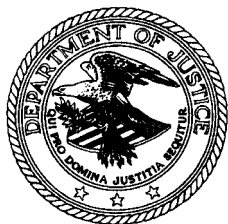
**Use of the Report Forms and Submission Dates**

The report forms are in two parts. The purpose and the timing for submitting each of the forms are as follows:

**Part I - Site Characteristics and Activity Data Report** is intended for Local Site information that would serve as the basis for calculating various statistical measures such as averages or deriving various Site summary reports by types of services or activities offered. It also contains the statistical information on each Weed and Seed Site's efforts. This form should be submitted annually along with your Site's EOWS grant application. Please refer to the annual EOWS Grant Application Kit instructions for the exact submission date for each year.

**Part II - Site Characteristics Update** is a means to inform the EOWS during the program year of significant changes in the Site characteristics that may affect the program activity statistics. This form should be submitted when these changes are effective. **Please note if making corrections to a previously submitted Part I form, send a revised Part I, and not a Part II form.**





U.S. Department of Justice  
Office of Justice Programs  
Executive Office for Weed and Seed

## Part I - Grantee Site Characteristics and Activity Data Report

Government Performance and Results Act (GPRA)



*Note that this form should be sent when a Local Site submits its annual EOWS grant application or when a Part I has not been previously submitted. Subsequent changes should be submitted on the **Part II - Grantee Site Characteristics Update**. A revised Part I should be sent when correcting errors in a previous Part I.*

Site: \_\_\_\_\_ Agency: \_\_\_\_\_

Person Completing

This Form: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_ Internet email: \_\_\_\_\_

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reporting Agency (check one): ☐ Federal ☐ state ☐ local

**For assistance in completing this form, see the attached instructions. For additional guidance, contact Jim Zepp or Yuki Yamagishi, JRSA at (202) 842-9330. Completed forms should be sent to: JRSA, 777 North Capitol St., NE, Suite 801, Washington, DC 20002-4239, (202) 842-9329 fax.**

### SECTION A - Site Demographic Information

1. Total population (Site only): \_\_\_\_\_ If available, please provide the following:
2. Youth population (ages 0-17): \_\_\_\_\_ 3. Adult population (ages 18+): \_\_\_\_\_

### SECTION B - Community Policing Activities

1. Please indicate the types of community policing activities used (check one for each activity type):
- a. Foot patrols ☐ yes ☐ no ☐ planned      b. Bike patrols ☐ yes ☐ no ☐ planned
- c. Substations ☐ yes ☐ no ☐ planned      d. Crime watch ☐ yes ☐ no ☐ planned
- e. Police participation in community meetings (see instructions for definition): ☐ yes ☐ no ☐ planned
- f. Other activities, please specify: \_\_\_\_\_

### SECTION C - Seeding Activities

1. Number of Safe Haven facilities: \_\_\_\_\_ 2. Number of Safe Havens receiving EOWS funding: \_\_\_\_\_
3. List names and addresses for all Safe Haven facilities (attach additional pages if necessary):

Facility Name	Street Address	City/State
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Part I - Grantee Site Characteristics and Activity Data Report**

Page 2 of 6

**SECTION C - Seeding Activities (continued)**

4. Please indicate the types of activities/services provided (place an "X" in the appropriate boxes for each activity/service type):

Types of Activities/Services	Provided in Safe Haven Facility			Provided at Other Locations		
	Yes	No	Planned	Yes	No	Planned
a. academic courses and tutoring						
b. mentoring						
c. prevention education, please describe:						
d. dispute resolution and mediation						
e. recreation/athletics						
f. job training						
g. job placement						
h. anti-drug education						
i. community police co-located in Safe Haven						
j. safe corridors (school escorts for children)						
k. summer day camp						
l. youth leadership training						
m. Boys/Girls Club programs						
n. scouting programs						
o. military cadet training						
p. anti-gang education/training						
q. Communities in Schools programs						
r. performance/applied arts programs						
s. victim assistance programs						
t. community projects, e.g. clean-ups						
u. general health screening services						
v. lead poisoning screening service						
w. other, please specify:						

**Part I - Grantee Site Characteristics and Activity Data Report**

Page 3 of 6

**SECTION D - Neighborhood Restoration Information**

1. Number of community development corporations within Site area: \_\_\_\_\_
2. Types of new construction/renovation activities occurring in Local Site (check one for each activity type):
  - a. housing development(s): ☐yes ☐no ☐planned    b. commercial development(s): ☐yes ☐no ☐planned
  - c. business/community partnerships: ☐yes ☐no ☐planned
  - d. other, please specify (describe the kinds of activities being undertaken): \_\_\_\_\_

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3. Number of community cleanups done using EOWS support: \_\_\_\_\_
4. Are any of the above Weed and Seed strategy activities related to or are otherwise involved in the EPA Brownfields Program?

Brownfields Assessment Demonstration Pilots	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Cleanup and Revolving Loan Fund Pilots	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Showcase Communities	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Tax Incentive	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
other, specify _____	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned

**SECTION E - Additional Site Activities**

Please describe any additional noteworthy Site activities not covered in the previous sections or the Program Narrative submitted to EOWS.

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**Part I - Grantee Site Characteristics and Activity Data Report**

Page 4 of 6

**SECTION F - Law Enforcement Information**1. **(REQUIRED)** Please report the total number of homicides for the three preceding calendar years:

Area	2000	1999	1998
a. Weed & Seed Site Only	_____	_____	_____
b. Entire Jurisdiction (i.e., city, town, county)	_____	_____	_____

Jurisdiction Name: \_\_\_\_\_

2. **(OPTIONAL)** Please report the number of drug arrests associated with your Site's Weeding activities including those that occurred outside the target area but directly affect it or have a significant nexus to it. **NOTE: Only leave spaces blank to indicate missing or unavailable data. Use a zero (0) when no arrests occur**

Calendar year 2000 drug arrest data; unless specified otherwise: \_\_\_\_\_

Type	Total Arrests		Sale/Manufacturing		Possession	
All drug abuse violations (including substances not listed below)						
Heroin						
Cocaine (not including crack)						
Crack cocaine						
Marijuana						
Methamphetamines only						
Other (specify):						

3. Please attach any additional data or reports that provide indicators of your Site's major focus or efforts related to crime and law enforcement.

**SECTION G - Safe Haven Information**

1. Provide the total unduplicated Safe Haven attendance\* for all services/activities during one typical week (see instructions for additional guidance)

Safe Haven attendance for week of \_\_\_\_/\_\_\_\_ (month/day): \_\_\_\_\_

\* Refers to number of persons receiving services and not visits or sessions attended.

2. Please attach any additional data or reports that provide indicators of your Site's major focus or Safe Haven-related efforts.

**Part I - Grantee Site Characteristics and Activity Data Report**

Page 5 of 6

**SECTION H - Coordinated and Leveraged Non-EOWS Weed and Seed Resources**

In response to a U.S. General Accounting Office (GAO) request, EOWS must document the coordinated and leveraged resources (excluding funding from EOWS) being directed towards Weed and Seed communities. This is defined as those funds that explicitly help, in whole or part, to implement the Weed and Seed strategy. Please provide or estimate the amounts that are being expended for your Site by source (See Forms Instructions for more help; attach additional sheets as needed.)

Types of Non-EOWS Support	Source (Agency/Assistance Program)	Jan.-Dec. 2000 Amount in \$'s
<b>1. Other U.S. Department of Justice Funding</b>		
a. direct DOJ grants, e.g., OJJDP Drug-Free Communities Grants		
b. COPS Office grants		
c. formula and block grants, e.g., BJA Byrne Formula Grants and Local Law Enforcement Block Grants		
d. other DOJ grants/support		
<b>2. Other Federal Funding</b>		
a. HIDTA		
b. other, e.g., HUD HOPE VI grants		
<b>3. Non-Federal Funding Sources</b>		
a. state government funding		
b. local government funding		
c. Non-profits, e.g., United Way, foundations, churches		
d. For-profits, e.g., companies, banks		
e. other		
<b>4. Total Funding from All Non-EOWS Funding Sources</b>		



**Part I - Grantee Site Characteristics and Activity Data Report**

Page 6 of 6

**SECTION H - Coordinated and Leveraged Non-EOWS Weed and Seed Resources (cont'd)**

In addition to direct grants and other forms of financial support, Weed and Seed Sites often receive in-kind contributions which may include donated services, goods, or use of facilities and equipment. These type of donations can be a significant source of support for a Local Site. Please indicate these for your Site. (See Forms Instructions for more help; attach additional sheets as needed.)

**5. In-kind Contributions**

Source	Description

**SECTION I - Explanatory Notes/Comments**

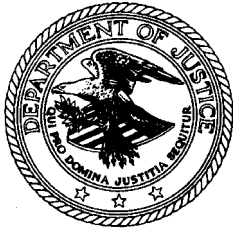
Please include any additional information that would help in reviewing your report. Please note any data items for which estimations have been calculated and the methods used (see report form instructions for acceptable estimation methods).

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U.S. Department of Justice  
Office of Justice Programs  
*Executive Office for Weed and Seed*

## Part II - Grantee Site Characteristics Update

Government Performance and Results Act (GPRA)



**(Note: please refer to your Site's previously submitted Part I - Grantee Site Characteristics Report or any subsequently filed Part II Updates in completing this form. Only enter new or changed information in Sections A through F when submitting an Update.)**

Site: \_\_\_\_\_ Agency: \_\_\_\_\_

Person Completing

This Form: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Internet email: \_\_\_\_\_

Date Submitted: \_\_\_/\_\_\_/\_\_\_ Reporting Agency (check one): ☐ Federal ☐ state ☐ local

**For assistance in completing this form, see the attached instructions. For additional guidance, contact Jim Zepp or Yuki Yamagishi, JRSA at (202) 842-9330. Completed forms should be sent to: JRSA, 777 North Capitol St., NE, Suite 801, Washington, DC 20002-4239, (202) 842-9329 fax.**

### SECTION A - Site Demographic Information

1. Total population (Site only): \_\_\_\_\_ If available, please provide the following:
2. Youth population (ages 0-17): \_\_\_\_\_ 3. Adult population (ages 18+): \_\_\_\_\_

### SECTION B - Community Policing Activities

1. Please indicate the types of community policing activities used (check one for each activity type):
- a. Foot patrols ☐yes ☐no ☐planned      b. Bike patrols ☐yes ☐no ☐planned
- c. Substations ☐yes ☐no ☐planned      d. Crime watch ☐yes ☐no ☐planned
- e. Police participation in community meetings (see instructions for definition): ☐yes ☐no ☐planned
- f. Other activities, please specify: \_\_\_\_\_

### SECTION C - Seeding Activities

1. Number of Safe Haven facilities: \_\_\_\_\_ 2. Number of Safe Havens receiving EOWS funding: \_\_\_\_\_
3. List the Safe Haven facility and address changes (Enter in the first column either "A" for new facilities, "D" for dropped facilities, or "C" for changes to existing facilities. Attach additional pages if necessary):

A/D/C	Facility Name	Street Address	City/State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



### SECTION C - Seeding Activities (continued)

4. Please indicate the types of activities/services provided (place an "X" in the appropriate boxes for each activity/service type):

Types of Activities/Services	Provided in Safe Haven Facility			Provided at Other Locations		
	Yes	No	Planned	Yes	No	Planned
a. academic courses and tutoring						
b. mentoring						
c. prevention education, please describe:						
d. dispute resolution and mediation						
e. recreation/athletics						
f. job training						
g. job placement						
h. anti-drug education						
i. community police co-located in Safe Haven						
j. safe corridors (school escorts for children)						
k. summer day camp						
l. youth leadership training						
m. Boys/Girls Club programs						
n. scouting programs						
o. military cadet training						
p. anti-gang education/training						
q. Communities in Schools programs						
r. performance/applied arts programs						
s. victim assistance programs						
t. community projects, e.g. clean-ups						
u. general health screening services						
v. lead poisoning screening service						
w. other, please specify:						

## SECTION D - Neighborhood Restoration Information

1. Number of community development corporations within Site area: \_\_\_\_\_
2. Types of new construction/renovation activities occurring in Local Site (check one for each activity type):
  - a. housing development(s): ☐yes ☐no ☐planned
  - b. commercial development(s): ☐yes ☐no ☐planned
  - c. business/community partnerships: ☐yes ☐no ☐planned
  - d. other, please specify (describe the kinds of activities being undertaken): \_\_\_\_\_  
\_\_\_\_\_
3. Number of community cleanups/renovations under EOWS support: \_\_\_\_\_
4. Are any of the above Weed and Seed strategy activities related to or are otherwise involved in the EPA Brownfields Program?

Brownfields Assessment Demonstration Pilots	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Cleanup and Revolving Loan Fund Pilots	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Showcase Communities	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
Brownfields Tax Incentive	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned
other, specify _____	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> planned

## SECTION E - Additional Site Activities

Please describe any additional noteworthy Site activities not covered in the previous sections or the Program Narrative submitted to EOWS.

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## SECTION F - Explanatory Notes/Comments

Please include any additional information that would help in reviewing your report. Please note any data items for which estimations have been calculated and the methods used (see report form instructions for acceptable estimation methods).

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U.S. Department of Justice  
Office of Justice Programs  
Executive Office for Weed and Seed

## Instructions for Site Characteristics and Activity Data Report Forms

Government Performance and Results Act (GPRA)



### FY 2001 General Report Form Instructions

#### **Scope of Activities to Be Reported**

Local Weed and Seed Sites rely upon the participation and support of many Federal, state, and local agencies. Consequently, their activities and impact should extend far beyond the direct financial assistance provided by the Executive Office for Weed and Seed (EOWS). Each Site should report on a basis which is reasonable and accurately reflects the Weed and Seed efforts in its community.

***Example:** Children utilizing Safe Haven facilities may receive services from several sources. In this case, because Safe Havens may function as convenient locations for delivering services to clients who might not otherwise use them, it may be appropriate to include programs or activities that are not directly supported through EOWS funds.*

#### Geographic Extent of Weed and Seed Operations

Although Weed and Seed is a geographically based strategy with defined target areas, the inclusion of activities for reporting should also rely on a reasonable judgement based on their relationship and impact on the Site regardless of actual location. For law enforcement activities, this concept has been expressed in the following manner:

“1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area (including) any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto” (Memorandum of 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed and Seed Sites).

#### **Time Period for Data Reported**

**Unless otherwise specified in a question, all information submitted in a GPRA should be for calendar year 2000 (January 1 - December 31, 2000).** This is to allow for consistent comparisons across time periods and Local Sites and to enable the calculation of various statistics for the overall national Weed and Seed effort.

**Instructions for Grantee Site Characteristics and  
Activity Data Report Forms**

Page 2 of 9

**Data  
Estimation  
Acceptable**

If actual program activity data are not available, an estimation method may be used to provide indicators of local Weed and Seed Site efforts. See Footnote A in the Instructions for a discussion of acceptable methods and examples. For additional guidance on this topic, contact Jim Zepp or Yuki Yamagishi, JRSA, (202) 842-9330 - phone, (202) 842-9329 - fax, [jzepp@jrsa.org](mailto:jzepp@jrsa.org) - Internet email.

**Suggested  
Data Sources**

The participating agencies are the most obvious source of program data such as reported crimes and client counts. Government planning agencies can usually provide demographic data (i.e., total population, youth--ages 0-17, and adults) and land area measurements. Colleges and universities may also have resources for obtaining the data needed for these reports. These may include their libraries; academic departments such as urban planning/affairs, geography, or criminal justice; or institutes for special studies. State Statistical Analysis Centers (SACs) can also provide information or technical skills helpful to local agencies. JRSA can identify the SAC agency for your state. Call Jim Zepp or Stan Orchowsky at JRSA, (202) 842-9330, or send an Internet email to [jzepp@jrsa.org](mailto:jzepp@jrsa.org).

**Yes/No/  
Planned  
Response  
Definitions**

The terms "yes," "no," and "planned" as used in these forms are defined as follows:

**yes** - The service or program activity is operational during the current year being reported. In other words, a budget has been established and funded, the staff are hired and working, and the appropriate facilities and equipment are functional.

**no** - No program activities have occurred during the current year being reported.

**planned** - Preparations have been made for starting a service or program activity such as a funding request, staff recruitment, or facilities construction during the current reporting year but no clients have been served or program operations have taken place.

**Part I - Grantee Site Characteristics and Activity Report Form Guidance**

**SECTION A -  
Site  
Demographic  
Information**

These data are usually derived from U.S. Census Bureau reports and may be supplemented by estimates produced by state or local demographers. Depending on the geographic area of the local Weed and Seed Site, estimates of the population may be necessary.

**Instructions for Grantee Site Characteristics and  
Activity Data Report Forms**

Page 3 of 9

**SECTION B -  
Community  
Policing  
Activities**

Section B, Question 1e. refers to either a) general public meetings held in the target community that may be for Weed and Seed activities such as providing crime prevention education or forming a Neighborhood Watch group or b) Local Site staff attendance at meetings of community organizations such as civic associations, churches, or business groups. It does not refer to meetings of the Weed and Seed Site committees or other meetings for internal Weed and Seed project operations.

**SECTION C -  
Seeding  
Activities**

Questions 1 and 2 request the total number of facilities in the Local Site that are designated as Safe Havens and the number which receive any direct EOWS funding.

Question 3 is a listing of each Safe Haven facility's name (e.g., the Southside Boys Club, Lincoln Elementary School, or Midtown Community Center), its street address, city, and state. This information should be for all Safe Haven facilities regardless of whether or not EOWS funds are given to each facility. If more space is needed, additional pages can be attached for this information.

**SECTION D -  
Neighborhood  
Restoration  
Information**

This section relates to community-based organizations that are involved in commercial and housing redevelopment efforts. Many local Weed and Seed Sites have coordinated their activities with community development programs .

Question 4 is related to the U.S. Environmental Protection Agency (EPA)'s Brownfields Projects and Initiatives. The EPA's Brownfields Economic Redevelopment Initiative is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield is a site, or portion thereof, that has actual or perceived contamination and an active potential for redevelopment or reuse.

There are several EPA Brownfields Programs that may potentially involve and benefit Local Weed and Seed Sites. For example, EPA is funding Assessment Demonstration Pilot Programs (each funded up to \$200,000 over two years), to assess brownfields sites and to test cleanup and redevelopment models; job training pilot programs (each funded up to \$200,000 over two years), to provide training for residents of communities affected by brownfields to facilitate cleanup of brownfields sites and prepare trainees for future employment in the environmental field; and cleanup revolving loan fund programs (each funded up to \$500,000 over five years) to capitalize loan funds to make loans for the environmental cleanup of brownfields. These pilot programs are intended to provide EPA, states, tribes, municipalities, and communities with useful

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information and strategies as they continue to seek new methods to promote a unified approach to site assessment, environmental cleanup, and redevelopment.

For more detailed information about these programs and the locations of funded projects, visit the EPA's Web site at:

<http://www.epa.gov/brownfields>

or contact:

Ms. Gayle L. Rice  
U.S. Environmental Protection Agency  
Office of Solid Waste and Emergency Response (OSWER)  
MC: 5101  
401 M Street, SW  
Washington, D.C. 20460  
Phone (202) 260-8431; Fax (202) 260-6606; Email [rice.gayle@epa.gov](mailto:rice.gayle@epa.gov)

**SECTION F -  
Law  
Enforcement  
Information**

Question 1 requests the total number of homicides reported a) within the Weed and Seed area boundaries and b) the entire jurisdiction (i.e., city or county) in which the Local Site is located. In order to establish a trend for community conditions, three years of data are requested. Estimates may be necessary for some Local Sites. **This information is required of all Sites to maintain their EOWS support.**

Question 2 involves drug arrest data related to the Site's Weeding activities. As previously stated in the **Scope of Activities to Be Reported** portion of these instructions, the drug arrest statistics can include those occurring outside the Site's boundaries if they still involve the Site's efforts or are intended to affect its conditions for improvement. Arrests by various drug types are also requested. **This information is optional.**

Question 3 is an opportunity for Local Sites to provide indicators of law enforcement activities that have focused on major community concerns such as truancy prevention, robbery reduction, or anti-drug or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies working in the community.

**SECTION G -  
Safe Haven  
Information**

Question 1 refers to the number of persons receiving services and not visits or sessions attended. The term "total unduplicated Safe Haven attendance" represents the number of persons utilizing the program during a typical week's operations for the first Quarter of 2001 (January 1<sup>st</sup> to March 31<sup>st</sup>).

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“Unduplicated” means that as much as reasonably possible the total count should not include repeat visits by the same individuals during the reporting period.

This information would be generally collected through attendance logs. For services such as after-school activities that the same children participate every day, an attendance sheet for one day should provide an unduplicated attendance count. For daily activities where different individuals may attend each day, separate attendance logs would be needed for each day that the program operates.

In instances where some of the same individuals may attend a mixture of activities during a week, the Local Site staff are asked to use their judgement in arriving at representative unduplicated counts of attendance. For example, when the majority of the attendees at two activities are the same persons, one count or attendance sheet will provide a reasonable unduplicated count. If there is little overlap in attendees, then separate attendance sheets for each activity may be appropriate. Estimates may be necessary for some programs.

Question 2 is an opportunity for Local Sites to provide indicators of Safe Haven activities that have focused on major community concerns such as academic performance problems, youth unemployment, or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies working in the community.

**SECTION H -  
Coordinated  
and  
Leveraged  
Non-EOWS  
Weed and  
Seed  
Resources**

Because the U.S. General Accounting Office has requested documentation that the Weed and Seed strategy coordinates and leverages resources from the public and private sectors, these questions seek data on funding and in-kind contributions obtained from non-EOWS sources. It is recognized that because of the many formal and informal relationships that the local Weed and Seed programs have with many agencies and organizations, it will be difficult to obtain precise financial information. A reasonable effort should be made to estimate these amounts fairly and accurately.

**Reporting Time Period** - So that the financial information provided will correspond to the programmatic data collected for the GPRA reports, the calendar year should be used for responses to this question (i.e., January 1 to December 31). The calendar year 2000 data should reflect actual revenues when available. If necessary, reasonable estimates are acceptable when a specific amount is not readily available. (See Footnote A - Acceptable Estimation Methods for additional guidance on this subject.)

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**Source (Agency/Assistance Program)** - As accurately as possible, please identify the agency, organization, or company providing the financial assistance. If there is a specific program or category (e.g., Department of the Navy, DEFY Program), this should be reported. Use additional sheets if necessary.

**Amount in \$'s** - Provide a dollar estimate of the financial assistance received from each source. At the bottom of the table, these figures will be totalled.

**Types of Non-EOWS Support** - In order to present a more complete picture of the national Weed and Seed strategy's impact, these figures should include any financial and other resources that are reasonably related to Weed and Seed activities in your Local Site. This applies to events or activities that may physically occur outside of the Site's target area but contribute to the overall Weed and Seed strategy for your Site. When possible, a dollar amount should be provided so that these figures can be totaled across all Sites.

**1. Other U.S. Department of Justice Funding** - Refers to any financial assistance received from agencies of the U.S. Department of Justice (DOJ) other than the EOWS direct grants and Assets Forfeiture Funds.

**a. direct DOJ grants** - These are financial awards made directly from a U.S. Department of Justice agency to a Weed and Seed participating agency. This may include other agencies or organizations that are providing a component of the local Weed and Seed strategy or have established a cooperative relationship with the Local Weed and Seed structure. An example is the Strategic Approaches to Community Safety Initiative (SACSI) grants administered by the National Institute of Justice (NIJ).

**b. COPS Office grants** - This agency is the Federal office responsible for advancing community policing. It has several assistance programs, e.g., Hiring Grants, COPS MORE, and Training and Technical Assistance Grants that provide support to local law enforcement agencies.

**c. formula and block grants** - These are grant programs that generally allocate Federal funds to State or local governments that within certain prescribed limits can spend this money as they choose. Frequently, subgrants are awarded to government agencies or non-profit community organizations for specific projects. Two examples are the Bureau of



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Justice Assistance (BJA)'s Byrne Formula Grants and Local Law Enforcement Block Grants (LLEBG) Program.

**d. other DOJ grants/support** - This refers to any assistance provided by US DOJ agencies that may not be included in the preceding categories.

**2. Other Federal Funding** - Refers to financial assistance received from any Federal agencies(e.g., Housing and Urban Development, Education, Health and Human Services, Labor, or the Environmental Protection Agency) other than those under the U.S. Department of Justice.

**a. HIDTA (High Intensity Drug Trafficking Area (HIDTA) Program**  
- The HIDTA Program operates under the direction of the Office of National Drug Control Policy (ONDCP). In specially designated areas of the country, HIDTA provides funds to enhance and coordinate drug-control efforts among local, state and Federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences.

**b. other** - Refers to any other Federal financial assistance programs.

**3. Non Federal Funding Sources** - Refers to any non-Federal financial assistance received in the categories listed.

**4. Total Funding from All Non-EOWS Funding Sources** - This should be the sum of all items listed in 1-3 above.

**5. In-kind contributions** - The purpose of this question is to obtain an indicator of the level of support derived from in-kind contributions. While these non-monetary donations can be critical to the operations of Weed and Seed-related activities, they do not generally substitute for the program costs covered by grants and other types of revenues. Consequently, these donations can be viewed as major resources leveraged by EOWS' financial support.

The term, in-kind contributions refers to any non-monetary support received such as donated staff/volunteer time, professional services, use of office/facility space, equipment, printing, food, vehicles, etc.

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**Part II - Grantee Site Characteristics Update Report Form Guidance**

Only enter new or modified information in Sections A through H. For additional help with answering this form's questions, see instructions for **Part I - Grantee Site Characteristics and Activity Data Report**.

**Footnote A - Acceptable Estimation Methods**

**Data  
Estimation  
Conditions**

Collecting daily counts at each facility may be beyond the ability of some Sites. Other Sites may have difficulties obtaining data because their Weed and Seed geographic areas do not match the reporting boundaries used by the various participating agencies such as police precincts or districts, community agency service areas, or individual school zones or clusters. There also may be problems due to different reporting time periods or organizational units across agencies which may prevent the collection of data directly attributable to Weed and Seed staff or activities.

Following are several estimation methods that are acceptable for compiling information on Weed and Seed Local Site efforts. The choice of estimation method used is at the discretion of each Local Site but it is important to present as accurate a portrayal of the Weed and Seed activities as possible.

**Method 1 -  
Proration of  
Available  
Data**

When data are only available for a geographic area larger than the officially recognized Weed and Seed area or for a portion of the Local Site, an estimated value may be calculated based on the percentage that the Weed and Seed Site is of the total area.

Example 1: If a police precinct reported that 30 homicides occurred during the last year and the Weed and Seed Site is 50% of the precinct area, then 15 homicides should be reported for the Site. The Proration Method should be identified for the data element Section F, Question 1a in the Explanatory Notes in the Part I - Grantee Site Characteristics and Activity Data Report Form.

Example 2: A youth midnight basketball league is hosted by a community center located in the Weed and Seed Site but the facility's service area extends outside the Weed and Seed boundaries. Consequently, the participants include children who are not from the Weed and Seed Site. Based on U.S. Census data, the Weed and Seed Site accounts for 60% of the youth population in the center's service area. Consequently, 30 of the 50

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youths participating are included in the count listed for Section G, Question 1 in the Part I - Grantee Site Characteristics and Activity Data Report Form and the Proration Method would be cited in the Explanatory Notes.

It should be noted that in the first example, geographic area was used as the basis for prorating the statistical data, while the second example used population data. The choice of which basis to use for calculating an estimate is determined by what may be most representative for your Site. If a Site contains a large amount of nonresidential area (such as businesses, schools, or hospitals) where arrests or other activities may occur, then land area rather than population may be an appropriate choice for the proration. On the other hand, population can be used when the statistics involve persons served.

**Method 2 -  
Data  
Sampling**

When attendance counts of service clients may not be available for all Safe Haven facilities, then taking sample counts may be a reasonable substitute. In this instance, attendance client counts are done for those Safe Havens where this is reasonable to do so.

*Example: A Local Site has three Safe Haven facilities. The total unduplicated attendance count for the first facility is 30 and for the second facility is 45. For various organizational reasons, an unduplicated count is not available for the third facility. Several options are available for estimating the attendance at the third facility.*

*Option A - If the program capacity at the third facility is the same as either the first or the second facility, use the appropriate attendance count from that one to the third facility.*

*Option B - Even though an attendance count for an entire week may not be feasible for the third facility, a one day attendance count may still be possible. In fact, depending on the nature of the activities occurring there, the one day count may be sufficient.*

*Option C - If attendance counts are not feasible for all activities, it still may be possible to have attendance counts done for the major services that are the primary focus of the Safe Haven such as an after-school program that would be indicative of the Weed and Seed effort at that facility.*

**U. S. Department of Justice**  
Office of Justice Programs

*Washington, DC 20531*

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